SOUTH PIEDMONT COMMUNITY COLLEGE

2013-2014 Academic Advisor Handbook

Welcome to the SPCC Academic Advisor User Manual. We at SPCC are excited to roll this out to our faculty as we believe you are uniquely qualified to assist students through academic advising. On average, faculty members will spend more face to face time with students than any other group of people on campus, and because of this the foundation for the relationship with students, as advisors, is already present. Advising is merely an extension of the skills that you are already utilizing in your classroom, and the goal of this work is to help cultivate those already present skills into advising power for the students. We want to help ensure that all advisors and advisees are on TRAC for success.

This user manual is designed to be utilized in conjunction with the College Catalog. Always refer to the current College Catalog for information regarding courses and registration associated with advising.

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In Conjunction with the SPCC QEP Team

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INTRODUCTION

Mission & What is Advising?

Advising Mission

Academic Advising at SPCC educates and empowers students to achieve academic and career success through intentional advising partnerships, meaningful learning opportunities, and purposeful self-discovery.

What is Advising?

"A series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes" (NACADA, 2006).

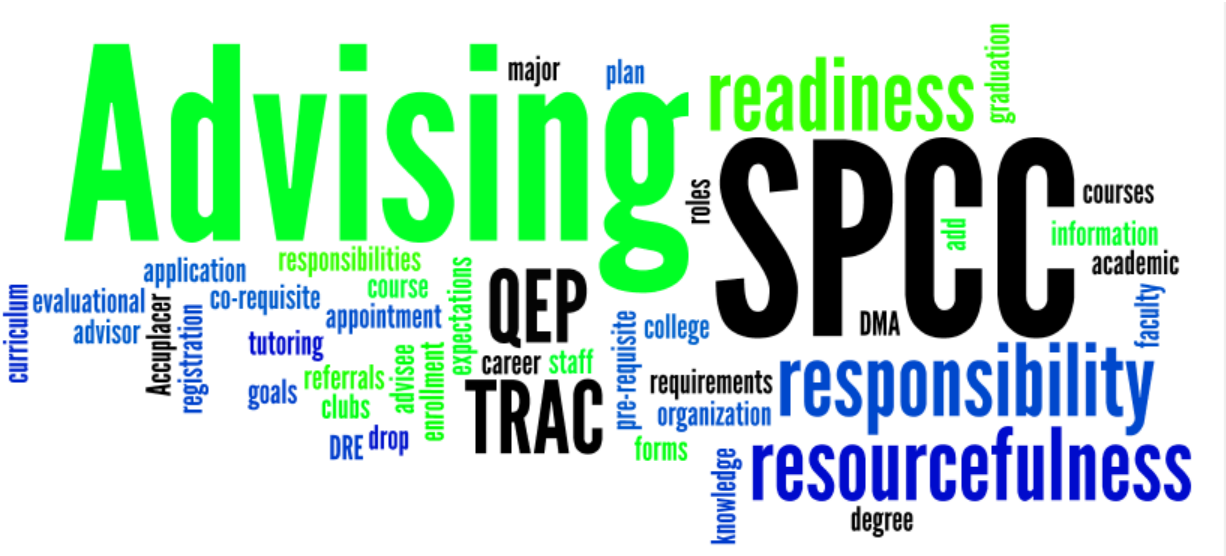
"Advising is a process in which advisors and advisees enter a dynamic relationship respectful of the students concerns. Ideally, the advisor serves as teacher and guide in an interactive partnership aimed at enhancing the student's self-awareness and fulfillment" (O'Banion, 1994).

Advising is Teaching at SPCC!

Goals of Academic Advising

Academic Advising at SPCC values and supports student development, goal setting, and the advising relationship. SPCC academic advising fosters a culture where "advising is teaching" is an integral part of the learning process. The goals for advising are to:

- Promote student growth and development
- Provide consistent information regarding institutional, generational education, and major requirements
- Discuss and clarify educational, career, and life goals
- Connect students with educational, institutional, and community resources and services
- Collect and distribute data about student needs and performance for use in institutional decisions and policy
- Reinforce student self-direction and self-sufficiency



Roles and Responsibilities

Students are expected to seek advisement and participate in this process. Advising is designed to be a process in which the students are not only vested, but active participants. This is their academic future and the overall goal is that students:

- **Know their academic advisor**
- **Contact their advisor when needed**
- **Actively participate in the academic advising process**
- **Become knowledgeable of college policies, procedures, and resources**
- **Make progress toward program completion**
- **Access resources necessary for academic success**
- **Accept responsibility for their decisions and actions**

Advisors are knowledgeable about their program of advisement, graduation requirements, and policies and procedures associated with their program. In order to ensure that students take advantage of this information it is expected that advisors:

- **Refer students to appropriate campus resources**
- **Guide students in the development of an academic plan**
- **Be accessible to students by phone, email and appointment**
- **Assess and document students' academic progress**
- **Be respectful of student diversity**
- **Maintain confidentiality**

Academic advisors are not on their own when it comes to achieving the goals of advising. Rather, there are many partners across campus to ensure student success.

PARTNERING IN ADVISING

Partnering in Advising –Who, What, When, Where?

Who	What	When	Where
Academic Support Center	The Academic Support Centers provide interactive assistance seeking to increasing student success through providing tutoring and academic support. Students can stop by during operational hours and/or make appointments.	OCH: M, T, R, F 10am – 3pm, W 1pm-6pm LLP: M, T, R, F 10am – 3pm, W 1pm-6pm Hours can vary by semester please confirm via website.	OCH, Bldg. A Room 155 704.290.5239 LLP, Horne Library Room 130 704.272.5440
Admissions	New students are urged to complete the admissions process at least two weeks prior to registration and apply for financial aid at least eight weeks prior to registration. If the student wishes to apply to a SPCC Health Program please refer here for the admissions requirements for that specific program.	Monday-Thursday 8am-5pm Friday 8am-3pm	OCH Bldg. B Room 135 LLP, Garibaldi Bldg. 704.272.5391 admissions@spcc.edu
Bookstore	Students can buy SPCC merchandise as well as purchase and sell back text books. Students can also order books online through the bookstore website.	OCH: Monday-Thursday 8am – 3pm Friday 9am-1pm LLP: Monday – Thursday 9am-2pm	OCH, Bldg. B 704.290.5848 LLP, Martin Student Center 704.272.5376
Business Office	Students can pay at the campus, over the phone, or online for their courses. Student can also pay for transcripts, graduation fees, print cards, as well as testing at the Business Office.	Monday – Thursday 8am-5pm Fridays 8am-3pm	OCH, Bldg. B Room150 LLP, Garibaldi Bldg., 106
Career Services	Provides career counseling, exploration, job search and preparation services for students and graduates of SPCC.	Monday – Thursday 8am-5pm Fridays 8am-3pm By Appointment	Eric Skeen OCH, Bldg. B 704.290.5846 Tracie Boone LLP, Garibaldi Bldg. 704.272.5345 CareerServices@spcc.edu
Counseling	Academic/personal counseling, career counseling, and disability services are available.	Monday- Thursday 8am – 5pm Fridays 8am-3pm By Appointment	OCH, Bldg. B Room 135 704.272.5324 LLP, Garibaldi Bldg. Room 266 704.272.5345 Counselors@spcc.edu

Who	What	When	Where
Disability Services	Provides students with accommodations needed to ensure equity in educational access. Only counselors are able to collect documentation needed to determine the need for assistance and set up appropriate accommodations based on that documentation.	Monday- Thursday 8am – 5pm Fridays 8am-3pm By Appointment	OCH, Serena Johnson 704.290.5844 sjohnson@spcc.edu LLP, Tracie Boone 704.272.5345 tboone@spcc.edu
Financial Aid/ Veterans Affairs	All questions posed by students with regards to their personal financial aid information should be directed to Financial Aid. In addition, all questions posted by students with regards to Veteran's benefits should be directed to Veterans Affairs.	Monday – Thursday 8am-5pm Fridays 8am-3pm	OCH, Bldg. B LLP, Garibaldi Bldg. 704.272.5391 finaid@spcc.edu
Information Technology Services (ITS)	If students require assistance with their log-in information please have them contact the IT department. If a student wishes to email for a password reset, they need to include the first name, last name and student ID. This request should be sent from the student's SPCC email whenever possible. IT will respond to the email with the information.	Monday – Thursday 8am-5pm Fridays 8am-3pm	704.272.5320 support@spcc.edu
Library	Students can utilize the library as a quiet place to study, make copies, scan pictures & documents, use technology and research resources, access thousands of books, DVDs, and more.	Fall & Spring: Monday – Thursday 7:45am – 7:30pm Friday 7:45am – 3pm Summer: Monday-Thursday 7:30am – 6pm	OCH, Bldg. B Room 181 704.290.5851 LLP, Horne Library Bldg. 704.272.5389 library@spcc.edu
Registrar's Office	Many of the forms for student use are on the Registrar's Office website Course Audit Forms, Change of Name & Address, Credit Transfer, Drop/Add/Withdrawal, Degree Verification, and Transcript Requests.	Monday – Thursday 8am-5pm Fridays 8am-3pm	LLP, Garibaldi Bldg. 704.993.2413 registrar@spcc.edu
Testing Center	Students needing to take placement testing can do so by scheduling an appointment through the website. All students are required to take placement testing unless they meet the exemption criteria listed on the website. Students can walk-in and be accommodated as space allows.	Monday-Thursday 8am-3pm Friday 8am-3pm Testing Centers may close for lunch – please contact the centers to determine daily lunch closures.	OCH, Bldg. B, Room 190 704.290.5841 LLP, Garibaldi Bldg. Room 265 704.272.5338 testing@spcc.edu

Together, advisors and various partners across campus can create an environment at SPCC where students can achieve the following three student learning objectives:

1. Students will fulfill their responsibilities throughout the advising process;
2. Students will design an academic plan to achieve their educational goals;
3. Students will determine the most appropriate resources that are pertinent for their academic success.

To assist you in utilizing the resources across campus that are designed to help you, as the advisor, increase student success, the departments have provided cheat sheets and/or frequently asked questions and answers. Should you come across a question, comment, or concern that is not addressed in this handbook, please refer to the contact information included in the previous chart.

Admissions Cheat Sheet & FAQ

Can a student change their catalog year?

The student's program is associated with the catalog in effect at the time the student is enrolled. Students are allowed to change catalog years, but can only change to the catalog currently in effect at the time of the request. For example, if a student starts the business administration degree in Fall 2009, their catalog year is 2009. The student then decides in the Fall of 2013 to change their major. The student will be placed in to the 2013 catalog instead, which is the effective catalog for that semester for any program changes.

Can a student change their program of study?

Students can change their program of study once per semester. Students that are uncertain about a program change are encouraged to seek career counseling prior to making a decision. Multiple changes can result in loss of financial aid. Students can only be in one program area at a time. For example, a student who is currently in the Criminal Justice certificate and wishes to take BLET must change to the BLET program, then back to the Criminal Justice certificate when they graduate. This change may result in a student losing their financial aid for that semester because of the 150% rule.

What are the admission requirements for health programs?

Any student with questions about admission requirements about health programs should be sent to an Enrollment Coordinator for specific information. Admission requirements vary by program. Updated requirements may be located on the SPCC website under each program of study.

Career Services Cheat Sheet

Academic Advising can often be supplemented with and enhanced by comprehensive Career Services these are offered to all curriculum students and graduates at South Piedmont Community College. Services include but are not limited to:

- Individual career counseling to confidentially discuss students' career planning and decision making.
- Insightful career assessments to guide students toward discovery and understanding of their personal interests, values, personalities and other career-related attributes.
- Guidance in the use of career exploration resources to build awareness of the work world and its many specific career opportunities and occupations.
- Access to the Virtual Career Library and special collections at the physical campus libraries to provide specific career exploration and job preparation-related information.

Academic Advisors may find it helpful to make a referral for Career Services when students:

- Have switched programs multiple times, especially when unrelated to the original program.
- Express confusion about which program appropriately prepare them for their career.
- Need more information about skills required for their chosen career.
- Seem to have issues that may impede their ability to be successful in the work world.
- Are nearing graduation and need assistance with building a resume.
- Want to learn and practice job searching and interviewing skills.

Counseling Cheat Sheet

Counselors provide assistance to students with stressors and/or problems that may arise both in and out of the classroom. The following include the roles of the Counselors/Counseling as well as some sample questions. If your advisee is asking any of the questions below, it is likely that they need the assistance of a trained professional counselor rather than an academic advisor for assistance with that specific problem. However, advisors are encouraged and expected to handle advising; the counselor in return will handle counseling needs. Together, advisors and counselors can help address the needs of students.

Counselors/Counseling Roles

- Provide short-term personal counseling for issues that may interfere with studies
- Facilitate decision making on educational and career goals
- Facilitate college adjustment for in-coming freshmen (time management, depression, anxiety)
- Facilitate college adjustment for returning adult students (balancing roles of student, parent, spouse and/or employee)
- Mediate conflicts for students
- Teach coping skills and stress management
- Provide crisis counseling
- Develop individualized academic recovery plans
- Interpret career inventories
- Assist with ADA accommodations
- Pre-developmental referrals

Counselor/Counseling Sample Student Questions

- Are there tests I can take that will help me select a major or career?
- Is there a way for me to manage my home and school obligations?
- How can I prevent getting so stressed out before taking tests?
- What should I do? I have having problems at home that interfere with my studies.
- What can I do? I can't concentrate and I can't seem to sleep at night.
- What should I do? Nothing seems to go right and no one really cares.

(Southwestern Oregon Community College, 2013)

Disability Services Cheat Sheet

The Law

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 mandate institutions of higher education not discriminate against "otherwise qualified" individuals with disabilities and provide them reasonable and appropriate academic accommodations. Under Title II of the ADA, public colleges and universities are required to provide auxiliary aids and services to qualified students with disabilities. Providing auxiliary aids and services is not considered special treatment, but rather an equal opportunity to participate in the services, programs, or activities offered by the institution.

What Faculty Members Should Know

- Students requesting accommodations are responsible for disclosing their disability to SPCC counselor Serena Johnson at OCH (sjohnson@spcc.edu, 704.290.5844) and Tracie Boone at LLP (tboone@spcc.edu, 704.272.5345). Students need to contact their counselor and make accommodation requests every semester.

- If a student tells a faculty member that s/he is disabled and needs to be accommodated WITHOUT an accommodation notice from the student, DO NOT accommodate this student. Rather have the student contact Serena Johnson or Tracie Boone. Students that are approved for ADA accommodations will provide documentation to the faculty reflecting the services which are to be provided. If you have questions regarding the needs of students with accommodations, please contact Serena Johnson or Tracie Boone.

- Students are not required to use all approved accommodations for each course. They are able to select which accommodations they need per class.

- For faculty members, providing "reasonable accommodations" or auxiliary aids and services is one way to prevent discrimination; it is about providing equity in access.

- Accommodations are not always the same for students with the same diagnosis.

- Just because a student does not appear to need an accommodation does not mean they are attempting to take advantage of the "system" (i.e. extended time on exams even if the student has scored 85% on previous exams).

Financial Aid FAQs

Will FA pay for a class outside of the program?

No. FA will only pay for classes within the program of study in which the student is currently enrolled. Classes will not be covered if the student has already met the section requirement (i.e. the student needs 3 hours of humanities, yet takes 6. FA will only cover 3 of those hours).

Will FA pay for a course substitution?

FA will cover a course substitution only if the course substitution is approved by the advisor and the appropriate dean/associate dean.

Will FA pay for Credit by Examination (test outs)?

FA does not pay for credit by examination.

Will FA pay for multiple programs?

No. FA can only view one program at any given time. If a student is enrolled in a certificate and diploma during the Fall term, FA will only look at one program of study and pay out accordingly. If a student is enrolled in the certificate program in the fall and then changes the program to a diploma program for the spring FA will pay for courses provided the registered classes are within the program of study the student is currently enrolled in.

Does FA cover all of the programs listed at SPCC?

No, FA will not be awarded to students in Special Credit, Continuing Education, Career and College Promise, Early College or certificate programs less than 16 hours in length. All other curriculum programs are eligible.

When does a student need to apply for financial aid?

Students should apply for FA as soon after January 1st of each year as possible and are strongly encouraged to apply at least eight weeks prior to registration. Completing the FAFSA does not mean that the student is automatically awarded financial aid. Additional documentation is required; if the student is unsure, direct them to talk to the FA office for more details.

How does withdrawing affect financial aid?

A withdrawal from a class is counted the same as a grade of "F" for students receiving financial aid and can result in a loss of current or future eligibility. Students receiving financial aid should consult with the Office of FA and Veterans Affairs prior to withdrawing.

Registrar's Office Cheat Sheet

How does a student change their name/address?

By filling out and submitting the Change of Name/Address request form (click here).

How does a student get an enrollment verification?

By submitting a written request to the Student Records department.

Where can a student find directory information?

On page 26 of the student handbook.

How does a student request a transcript?

By completing the transcript request form (click here) and returning it via fax, mail, or in person. In addition students can request one through www.getmytranscript.org. The registrar's office does not print unofficial transcripts.

How can a student find and get a copy of their schedule?

By logging into their student portal through Go! Click "Click to View Class Schedule" under the Student Top 7 section (upper right corner).

How can a student find out their grades?

By logging into their student portal through Go! Click "Click to View Grades" under the Student Top 7 section (upper right corner).

How does a student register for an independent study?

Students must first meet with their advisor and instructor and then follow appropriate departmental steps.

What does a student need to do for graduation?

Meet with their advisor and complete the Graduation Application (click here). Return the completed form with EVAL attached to the Registrar's Office and pay Business Office before the deadline. If participating in the commencement, order cap and gown online before the deadline. Payment for cap and gown is required upon pick-up.

What does a student need to do with regards to grade forgiveness?

The student will need to obtain a Grade Forgiveness form from the Registrar's Office, complete, and return the form.

What does a student need to do in order to drop/add/withdraw from a course?

Meet with their advisor and fill out the drop/add/withdraw form. This will then be submitted to and processed by the Registrar's Office.

Testing Center FAQs

How do I sign up to take the Accuplacer test?

Apply to SPCC, then contact the testing center via email (testing@spcc.edu) or call the testing center (OCH: 704.290.5841 or LLP: 704.272.5338). Appointments are suggested, but walk-ins will be accommodated as time and space permit.

I have tested at another school. Do I have to test again?

Test scores are good for two years and will only be accepted via official test score transcripts from the institution you attended. Test scores may be mailed or faxed directly from the institution and must be submitted on institutional letterhead.

I have transfer credit from another institution. Do I still have to test?

This will be determined if English and a math class were transferred in. You may be required to take a section of the test if only one of the mentioned were transferred in.

How much time do I need to allot for the test?

The Accuplacer is un-timed, but the average completion time is 1½ to 3 hours.

How can I study for the Accuplacer?

Study guides are available on SPCC's website under the testing link. Video tutorials will be coming soon! We also refer students to the Academic Support Center for free tutoring, and tutorial websites are available in the study guide.

Is there a charge for the Accuplacer?

The first test is free. The Testing Center will charge $2 per retest section or a total of $10 for all sections of the retest. Payments are made to the Business Office and a receipt must be presented at time of retest

CPT Retest Requirements.

Retests are allowed when one or more of the following situations apply:

- If you score within four points of the cut score in any given section, you may retest in that section only. Retests should be completed within two weeks of the initial test.
- In case of intervention & proof of assistance and skill building (counselors, tutorials, workbook, etc.).
- Special Circumstances to be discussed with Testing.

You may not retest more than twice per year under any circumstances. The Admissions/Testing Specialist and/or the Assistant Director of Admissions and Testing reserve the right to disallow a retest if there are questions regarding the request.

What do I bring with me?

A picture ID with signature is required to test. No exceptions will be made! Pencil and paper are provided by the testing center.

When will I get my results?

Test results appear immediately after you have completed the test. You will be prompted to print out a copy of your test scores. They are then entered into the SPCC system by the Testing Staff and given to the student.

I have taken the SAT or ACT. Can these scores be used?

SAT and ACT scores are good for one year and must be received directly from the College Board. It is the student's responsibility to request these scores be sent to the testing center. SAT cut scores are Critical Reading – 500 or higher, and Mathematics – 500 or higher. ACT cut scores are Reading – 21 or higher, English – 21 or higher, and Mathematics – 21 or higher.

I have a bachelor's or higher degree. Do I still have to test?

No. If you have a bachelors or higher degree the placement test will be waived. Note that if your degree is over ten years old and you appeal a transcript evaluation you may be required to take the Accuplacer to show competencies. See the Testing Center for more information.

What do I do if I need an accommodation for testing?

See our counseling staff for special testing accommodations. The testing coordinator will be notified of the accommodations.

ADVISING HOW TO

Advising Conversation Ideas

Get to know your students/advisees…

- ☐ Why did you decide to come to SPCC?
- ☐ How long have you been here**?**
- ☐ What are you majoring in?
- ☐ Why do you want to major in this?
- ☐ What are your career goals with this degree?
- ☐ Are you a morning or a night person? (This helps determine what course sections to discuss)
- ☐ Do you work?
- ☐ Do you have a family?
- ☐ What is your long-term plan for completing this degree?
- ☐ Help the student define a potential graduation date!

Get to know where they are in the process…

- ☐ Have you completed all your admissions requirements, including the online orientation?
- ☐ Have you submitted all AP test scores, transfer credits, etc.? (if applicable)
- ☐ Have you met with Financial Aid and have everything up to date and complete with them?
- ☐ Do you know how to use Go!, Moodle, your student Gmail, etc.?

Address expectations…

- ☐ Share with the student your expectations of your time together during advising appointments.
- ☐ Ask the student to share their expectations with you and address any questions, comments, and/or concerns you may have regarding these expectations.
- ☐ Ask the student the best way to contact them and ensure that you have the pertinent information including cell #, home #, email address, or other contact information.

Advisor Check List

Student Name: _____

Semester: _____ Date:_____

_____ Student is my assigned advisee (Current list via advising website)

_____ Student's declared major is correct (EVAL)

_____ Student's personal information is correct (Datatel)

_____ Discussed student's educational goals including a time-table for achieving those goals

_____ Checked on transfer credits where applicable (EVAL)

_____ Checked placement scores and discussed with student (EVAL)

_____ Discussed classes from previous semester including any courses dropped (STAC)

_____ Discussed grades from previous semester (STAC)

_____ Discussed tutoring needs

_____ Discussed financial aid needs, including impact on course load - general info.

_____ Discussed any account holds (i.e.. AD or FA)

_____ Checked & discussed any pre-requisites for courses (STAC)

_____ Checked and registered for co-requisites (College Catalog)

_____ Checked student's qualifications for graduation (EVAL)

_____ Made a future appointment to see the advisee if necessary

_____ Followed through on any referrals made

Additional Notes: _____

_____

_____

(Adapted from the VGCC Career & Academic Advising Handbook created by Amy O'Geary)

Advising Syllabus

The Academic Advising Syllabus is designed to present the student with their shared roles and responsibilities with the advising center and their personal advisor. You may notice similarities between this and your class syllabus; there are many. The class syllabus and advising syllabus relay information regarding roles, responsibilities, potential course outcomes, and labels the responsibility for the student. The advising syllabus also outlines what advisors do in return for the student's efforts. Students are encouraged to use this syllabus as a guide, and advisors are encouraged to ensure students have and are using the provided syllabus. An easily printed copy begins on page 88.

Advising Syllabus

SOUTH PIEDMONT COMMUNITY COLLEGE

Advising Information

Advising Center L.L.P. Campus Room 264, Phone #
Advising Center OCH Campus Room ?, Phone #
Email: advising@spcc.edu
Your Advisor's Name: _____

Your Advisor's Email: _____

Your Advisor's Phone: _____

Your Advisor's Office:_____

Your Major: _____

Your Catalog Year: _____

Student Learning Objectives

Responsibility	Readiness	Resourcefulness
Students will fulfill their responsibilities throughout the advising process.	Students will design an academic plan to achieve their educational goals.	Students will determine the most appropriate resources that are pertinent for their academic success.

About Academic Advising at SPCC

Values - Academic advising at SPCC values and supports student development, goal setting and advising relationships.

Mission Statement – Academic Advising at SPCC educates and empowers students to achieve academic and career success through intentional advising partnerships, meaningful learning opportunities and a purposeful self-discover.

Expectations for Students	Expectations for Advisors
Know your academic advisor	Be knowledgeable about programs, graduation requirements, and policies and procedures
Contact your advisor when needed	Refer students to appropriate campus resources
Actively participate in the academic advising process	Guide students in the development of an academic plan
Become knowledgeable of college policies, procedures, and resources	Be accessible to students by phone, email, and appointment
Make progress toward program completion	Assess and document students' academic progress
Access resources necessary for academic success	Be respectful of student diversity
Accept responsibility for your decisions and actions	Maintain confidentiality

Get on TRAC

☑ Semester Checklist ☑	
Prior to 1st Semester ❒ Complete Online Orientation ❒ Complete Pre-Advising in the Advising Center ❒ Register for 1st Semester Classes	Ongoing ❒ Utilize Go! to schedule classes, track academic progress, and check financial aid status ❒ Connect with campus resources for support as needed
1st Semester ❒ Attend a Mandatory Program Workshop ❒ Attend a Student Development Workshop ❒ Familiarize yourself with Go! (Student Campus Portal) ❒ Develop academic plan using course planning worksheet	2nd Semester ❒ Schedule and attend mandatory advising appointment with faculty advisor ❒ Prepare questions for meeting with advisor ❒ Discuss academic plan and review course planning worksheet and degree audit
4th Semester ❒ Schedule and attend mandatory advising appointment with faculty advisor ❒Discuss progress toward program completion ❒ Review and revise academic plan to align with educational goals	Prior to Final Semester ❒ Schedule and attend an appointment with faculty advisor ❒ Complete graduation requirements with Registrar's Office

Campus Resources

Service	Email	Phone LLP (704)	Phone OCH (704)
Admissions	admissions@spcc.edu	272.5391	272-5391
Academic Support Center	askasc@spcc.edu	272.5400	290.5239
Bookstore	bookstore@spcc.edu	272.5376	290.5848
Business Office	businessoff@spcc.edu	272.5358	290.5849
Counseling	counselors@spcc.edu	272.5345	272.5324
Disability Services	counselors@spcc.edu	272.5345	290.5844
Financial Aid	finaid@spcc.edu	272.5391	272.5391
IT	support@spcc.edu	272.5320	272.5320
Library Services	library@spcc.edu	272.5389	290.5851
Student Engagement	studentengagement@spcc.edu	290.5864	290.5864
Registrar	registrar@spcc.edu	993.2431	993.2431
Testing Center	testing@spcc.edu	272.5338	290.5841

For more information visit the Academic Advising page at www.spcc.edu.

Advising Rubric

The advising rubric is available online (click here). This rubric is designed to provide baseline and continued data collection regarding the readiness and responsibility of students and their advising. Advisors are asked to utilize the rubric, electronically, every time they formally advise a student. The data can then be used to track the progression of advising at SPCC.

This rubric is a wonderful recap for all advising appointments. It is important, since we believe that "Advising is Teaching" that we teach our students/advisees how they can better prepare for their next appointments. When you initially enter the online rubric (available here) you will be prompted to enter general information including faculty and student names, student ID#, and the student's program of study.

Advising Rubric					
		Exceeds Expectations (4)	**Meets Expectations (3)**	**Partially Meets Expectations (2)**	**Does Not Meet Expectations (1)**
RESPONSIBILITY	**Question 1**	Student has an understanding of their responsibilities vs. the responsibilities of the faculty member and is taking a pro-active role in their education through the advising process.	Student understands their role in advising and the role of the faculty member in the advising process.	Student has an understanding of their role or the role of the faculty member in the advising process, but not both.	Student does not understand the differentiation of the role of the faculty member and their responsibility in the advising process.
	Question 2	Student scheduled appointment prior to advertised registration date AND student provided advisor with more than 2 hours' notice of cancellation and rescheduled (if applicable).	Student scheduled an appointment AND student contacted advisor about cancellation and rescheduled appointment with 2 hours' notice (if applicable).	Student scheduled appointment after being reminded AND student contacted advisor about cancellation but did not reschedule appointment (if applicable).	Student did not schedule an appointment NOR contacted advisor about cancellation or rescheduling.
	Question 3	Student arrived early to the scheduled appointment.	Student arrived at scheduled appointment on time.	Student arrived at scheduled appointment 5-10 minutes late.	Student arrived at scheduled appointment more than 10 mins. late OR did not show.
	Question 4	Student actively engaged in advising session by asking 3 or more questions.	Student actively engaged in advising session by asking 1- 2 questions.	Student exhibited limited engagement by asking questions only after being prompted during advising session.	Student did not ask questions or engage in advising session.

READINESS	**Question 5**	Student is able to articulate primary educational goal that matches program of study and secondary goal that is career or university transfer related.	Student is able to articulate primary educational goal that matches current program of study.	Student is able to articulate primary educational goal but it does not match current program of study.	Student is unable to articulate primary educational goal.
	Question 6	Student is able to articulate general education requirements, major courses, and electives and the courses that they wish to utilize to fulfill these requirements.	Student is able to identify required general education, major, and elective courses in their program of study.	Student is able to articulate the difference between general education and major courses but does not understand elective courses associated with programmatic requirements.	Student is unable to articulate the difference between general education and programmatic specific course requirements.
	Question 7	Student is able to accurately interpret all pre/co-requisite course requirements and has a plan in place for navigating these in a sequence.	Student is able to accurately interpret all pre/co-requisite courses in their program of student.	Student is aware of pre/co-requisite courses and what that means, but does not know the ones that will impact them.	Student is unaware of pre/co-requisite courses and their potential impact.
	Question 8	Student is able to accurately identify graduation requirements and has a plan for how to achieve those associated with their academic program of study.	Student is able to accurately identify all graduation requirements associated with their program of study.	Student is able to identify some of the requirements associated with graduation and their program of study.	Student is unaware of the requirements associated with graduation and their program of study.
	Question 9	Student is able to accurately interpret all areas of degree audit by explaining meaning of each area.	Student is able to accurately interpret 50-75% of areas on degree audit	Student is able to accurately interpret less than 50% of the degree audit.	Student is unable to accurately interpret any area of degree audit.
	Question 10	Student completed course planning worksheet that includes all graduation requirements, accurate sequencing, AND has documented the plan within the student campus portal (GO) for future scheduling/reference.	Student completed course planning worksheet that includes all graduation requirements with accurate course sequencing.	Student partially completed a course planning worksheet OR student completed course planning worksheet with errors in meeting graduation requirement and/or course sequencing.	Student brought blank course planning worksheet OR student did not bring the course planning worksheet at all.

Place check marks in appropriate boxes:

Question 11

Student Shared that they have utilized the following campus resources (Check Boxes):

Academic Support Center Admissions Bookstore Business Office
Career Services Counseling Department Chair Developmental Studies
Disability Services Faculty Financial Aid Library
Student Life/Engagement/Activities Student Records/Registrar
Testing Center None of the Above

Question 12

I recommended that the student utilize the following campus resources (Check Boxes):

Academic Support Center Admissions Bookstore Business Office
Career Services Counseling Department Chair Developmental Studies
Disability Services Faculty Financial Aid Library
Student Life/Engagement/Activities Student Records/Registrar
Testing Center None of the Above

PERC Holds

When you are advising students, you may notice holds on the student's file. The following is a list of the holds that you may encounter, their meaning, and the potential impact of these holds on registration. Please see the notes associated with the student's registration status and ensure that they get in touch with the appropriate departments on campus.

Code	***Description***	***Office Code***	***Can or Cannot Register***
AC	Academic	Financial Aid	Can Register
AD	See Admissions Office	Admissions	Cannot Register – see Admissions
AI	Warning: GPA below 2.0	Counseling	Can Register – discuss GPA
AP	Academic Probation	Counseling	Cannot Register – see Counseling
BUS	Business Office	Business Office	Cannot Register – see Business Office
CN	Counselor's Office	Counseling	Cannot Register – see Counseling
DISP	Disciplinary	Student Services	Cannot Register – Call Elaine Clodfelter or Makena Stewart Immediately
DNP-A	Do Not Purge – Admin	Student Services	Can Register
DNP-B	Do Not Purge – Bus. Off	Business Office	Can Register
DNP-F	Do Not Purge – FA	Financial Aid	Can Register
DUEN	Dual Enrollment Form	Admissions	Can Register
ECHS	Principal/Liaison Approval	Registrar	Can Register
FA	Financial Aid	Financial Aid	Can Register
HSLC	Home School Licensing Card	Admissions	Cannot Register – see Admissions
IF	Incomplete File	Admissions	Cannot Register – see Admissions
LF	Library Fine	Learning Resource Center	Cannot Register – see Library/Business Office
NCS	New Century	Admissions	Cannot Register – see Financial Aid
NODEV	Developmental Courses	Financial Aid	Can Register
ORNT	New Student Orientation	Admissions	Cannot Register – see Admissions
PCARD	Permanent Resident Card	Admissions	Cannot Register – see Admissions
READM	Must Re-Apply to be Readmitted	Admissions	Cannot Register – see Admissions
RESAP	Residency Applications	Admissions	Cannot Register – see Admissions
RM	Returned Mail	Admissions	Cannot Register – see Admissions
RO	Registrar's Office	Registrar	Cannot Register – see Registrar
STP	Stop-Out	Admissions	Cannot Register – see Admissions
UDA	Undocumented Alien	Admissions	Cannot Register – see Admissions
VET	Veteran	Financial Aid	Can Register
VISA	International Student	Admissions	Cannot Register – see Admissions

Placement Testing & Need to Know

SPCC Advisor Report/Academic Assessment

Placement:	**Minimum Required Score**
Reading Comprehension and Sentence Skill Combined Score :	
Counselor Referral	No minimum score
DRE 096	72
DRE 097	92
DRE 098	129
DRE 099 + ENG 111	146
ENG 111	166
Computer Skills:	
CIS 070	No minimum score
CIS 110	> 80
Math Prior to February 26, 2014	
Counselor Referral	No minimum score
DMA 010, 020, 030	40 Arithmetic
DMA 040, 050	55 Arithmetic
DMA 060/070/080	55 Arithmetic **and** 55 Algebra
MAT 140/140A	55 Arithmetic **and** 55 Algebra
MAT 151/151A	55 Arithmetic **and** 75 Algebra
MAT 171/171A	55 Arithmetic **and** 75 Algebra
MAT 172/172A	55 Arithmetic **and** 95 Algebra **and** 86 College-Level Math
MAT 175/175A	55 Arithmetic **and** 95 Algebra **and** 65 College-Level Math
MAT 271	55 Arithmetic **and** 95 Algebra **and** 103 College-Level Math
Math After to February 26, 2014	
Counselor Referral	Below 7 on all DMA scores
DMA 010, 020, 030, 040, 050, 060	Below 7 on individual tests
DMA 070, 080	Below a 7 on DMA 060 Test
MAT 140/140 A	Above a 7 on DMA 010-040
MAT 151/151A	Above a 7 on DMA 010-050
MAT 171/171A	Above a 7 on DMA 010-060

All test scores (Accuplacer, SAT, ACT, etc.) are good for two years. The following students are exempt from taking the Accuplacer test:

Reading Comprehension & Sentence Skills/Writing:
SAT = 500 Critical Reading
ACT = 21 Reading & 21 Writing
ASSET = 41 Reading & 41 Writing
COMPASS = 81 Reading & 70 Writing

Math:
SAT = 500 Mathematics
ACT = 21 Math
ASSET = 41 Numerical &
41 Intermediate Algebra
COMPASS = 47 Pre-Algebra & 66 Algebra

Developmental Reading & English

Now, you can take three 8 week classes of Developmental English and Reading instead of the previous four 16-week classes (ENG 080, ENG 090, RED 080, RED 090). The new classes, called "Integrated Reading and Writing," teach reading and writing in one class to jumpstart your college career. If you are almost ready for ENG 111, DRE 099 is a new lab option that will allow you to register for ENG 111 the same semester.

Student Registration for Developmental Reading and English Classes (DRE)

If my ACCUPLACER scores in Sentence Skills & Reading Comp. add up to:	OR	If I am passing, have placed out of or have credit for:		I will register for:
0-71				Counselor Referral
72-91		ENG 070 or RED 070		DRE 096
92-128		ENG 075 or BOTH ENG 070 & RED 070 or ENG 080 or RED 080 but not both		DRE 097
129-145		ENG 085 or BOTH ENG 080 & RED 080 or ENG 090 or RED 090 but not both		DRE 098
146-165		ENG 085 or ENG 090 or RED 090 but not both		*DRE 099 + ENG 111
166 or higher		ENG 095 or BOTH ENG 090 & RED 090		ENG 111

*** Students are encouraged to register for DRE 099 and ENG 111 sections taught by the same instructor.**

Scenarios:

Bob previously placed out of RED 090, but has successfully completed ENG 080. He should register for DRE 098, but can register for DRE 099 and ENG 111 considering his placement on the Reading Comprehension section.

Sarah previously placed out of ENG 080 and has successfully completed RED 080. She should register for DRE 098.

Jane previously placed in the Counselor Referral section for Reading Comprehension, but has successfully completed ENG 090. She should register for DRE 098.

Alternate Test Score Placement

Placement	COMPASS: Reading + Writing	ASSET: Reading + Writing
Counselor Referral	**0-63**	**0-52**
DRE 096	**64-84**	**53-61**
DRE 097	**85-111**	**62-71**
DRE 098	**112-129**	**72-76**
DRE 099	**130-150**	**77-81**

DRE 096: Integrated Reading and Writing (3 credit hours)
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

DRE 097: Integrated Reading Writing II (3 credit hours)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

DRE 098: Integrated Reading Writing III (3 credit hours)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

DRE 099: Integrated Reading Writing III (2 credit hours)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

Developmental Mathematics

Determining Which Mathematics Class Your Student Needs at SPCC

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in mathematics, English, reading, and computer skills. The North Carolina Community College System is undergoing a redesign of developmental education to help students finish quickly, so developmental math has changed from 16-week MAT courses to 4-week DMA courses. **All graduates will need to place out of or successfully complete the DMA 040 (formally MAT 070) level.** The student's individual program of study may require curriculum level mathematics that will require additional DMA courses.

The below charts are designed to ease the process of advising students in mathematics:

Students First Need	If they want/need to Take
DMA 010-040 or CPT Algebra Score of 55+	**MAT 140**
DMA 010-050 or CPT Algebra Score of 75+	**MAT 151**
DMA 010-080 or CPT Algebra Score of 75+	**MAT 171**
DMA 010-080 or CPT Algebra Score of 95+ and CPT College-Level Math score of 65+	**MAT 175**
DMA 010-080 and MAT 171 or CPT Algebra Score of 95+ and CPT College-Level Math score of 86+	**MAT 172, MAT 263**
DMA 010-080, MAT 171 & 172 (or MAT 175) or AP Calculus AB Score of 4 or 5 or CPT Algebra Score of 95+ and CPT College-Level Math score of 103+	**MAT 271**

Some students may have started and completed some MAT developmental courses within the past 3 years. The below chart is designed to aid in converting those accomplishments to the new DMA requirements.

If the Student earned a C or higher in:	**Then they now have credit for:**
MAT 060	DMA 010, 020, & 030
MAT 070	DMA 040 & 050
MAT 080	DMA 060, 070, &080

If your advisee has taken and completed the appropriate developmentals as pre-requisites for a class (MAT, ENG, RED, DRE, or DMA) and finds that she is still unable to register for the class she needs ("pre-requisites have not been met" or "pre-requisites partially in progress"), please have the advisee contact the Registrar's Office for assistance.

Course Definitions

PAST—through Spring 2013

MAT 060 Essential Mathematics (3 credits)
Mathematical skills foundation: decimals, fractions, percents, ratios and proportions, order of operations, geometry, measurement, and elements of algebra and statistics.

MAT 070 Introductory Algebra (3 credits)
Foundation in algebraic skills and problem solving:
integers, exponents, order of operations, simplify expressions, solve linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry

MAT 080 Intermediate Algebra (3 credits)
Algebraic concepts with emphasis on applications:
factoring, rational expressions, rational exponents, rational, radical, and quadratic equations, systems of equations, inequalities, graphing, functions, variations, complex numbers, and elements of geometry. (last offered Summer 2012)

CURRENT—full adoption Summer 2013

DMA 010 Operations with Integers (1 credit)
Integer operations, absolute values, commutative and associative properties, basic exponents, square roots, order of operations, contextual geometric application problems with the Pythagorean theorem

DMA 020 Fractions and Decimals (1 credit)
Simplify fractions, fraction operations, rounding, estimating, scientific notation, geometric application problems involving circumference and area of circles, contextual problems with fractions and decimals

DMA 030 Proportion/Ratios/Rates/Percents (1 credit)
Convert and compare fractions/decimals/percents, unit rates, convert US and metric systems, contextual application problems

DMA 040 Expressions, Linear Equations, Linear Inequalities (1 credit)
Differentiate between, translate verbal expressions to algebraic expressions, simplify, use properties, evaluate, solve equalities and inequalities, graph inequalities on a number line, apply effective problem solving strategies and modeling to contextual application problems

DMA 050 Graphs and Equations of Lines (1 credit)
Analyze and interpret basic graphs, use the concept of slope as rate of change, write and graph linear equations, understand and represent real world situations as linear equations to make predictions

DMA 060 Polynomials and Quadratic Applications (1 credit)
Problem solving strategies algebraic representation of quadratic equations, operations, exponent rules, functions, factor polynomials, solve quadratic applications, analysis of graphs for reasonableness of solutions, interpretation of maximum, minimum, y-intercept, domain, and range in context of the problem

DMA 070 Rational Expressions and Equations (1 credit)
Problem solving strategies, graphing rational functions, operations on rational expressions and equations, simplify rational expressions, asymptotes, solve rational equations, analysis for reasonableness of solutions

DMA 080 Radical Expressions and Equations (1 credit)
Rational exponents, operations on radical expressions and equations, simplify radical expressions, solve radical equations, use the quadratic formula, graphing radical functions, analysis for reasonableness of solutions, solve contextual problems

Logging Into Datatel

Prior to starting the program ensure that the pop-up blocker in your internet browser has been disabled. Once this is complete, use the address below or the link from the advising home page to access Datatel/Colleague 4.3.

http://uiwebprod.spcc.edu:55500/UIproduction/index.htm

Shortlist Directions:

- Click Production
- Log-In
    - Standard username
    - For first time access, use temporary password (TempMMDD+)
    - Change Password (include #s and special characters)
- Agree to Privacy Statement (required every time you log in)
- Select your primary campus (if prompted)
- Watch Quick Tour (provides great tricks & tips to ease Datatel use)

Video Instructions are available via the online advisor training

- Log-In Video

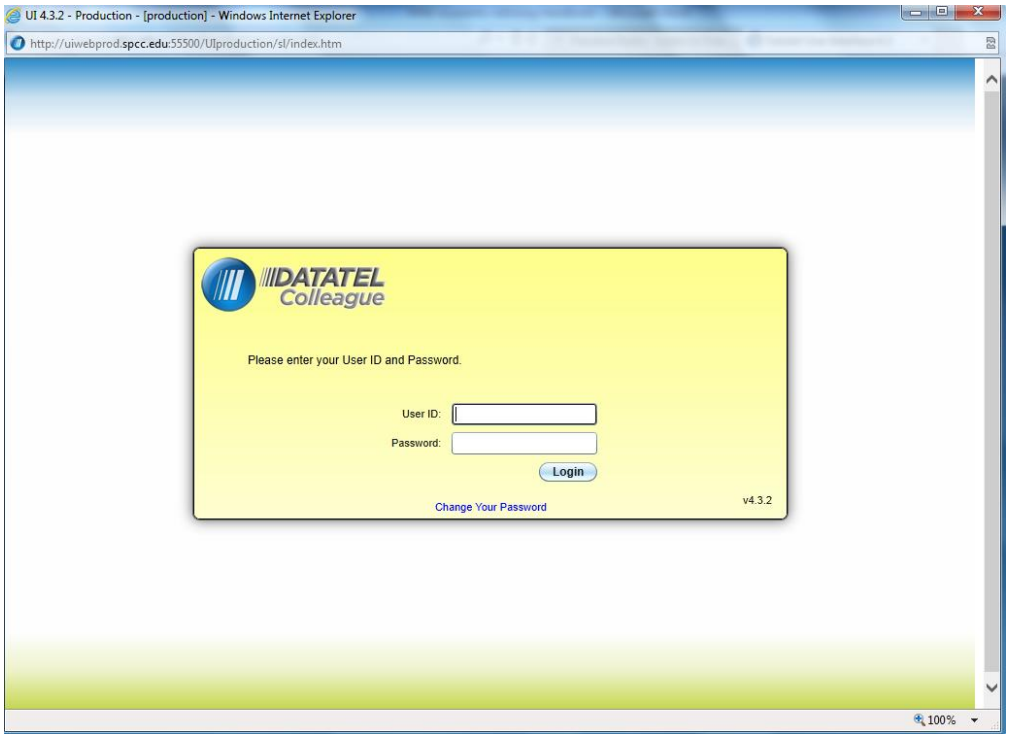
Step-by-Step Screen Shots

Step 1: Disable Pop-Up Blocker Prior to starting the program ensure that the pop-up blocker in your internet browser has been disabled. Once this is complete use the address below or the link from the advising home page to access Datatel/Colleague 4.3.

http://uiwebprod.spcc.edu:55500/UIproduction/index.htm

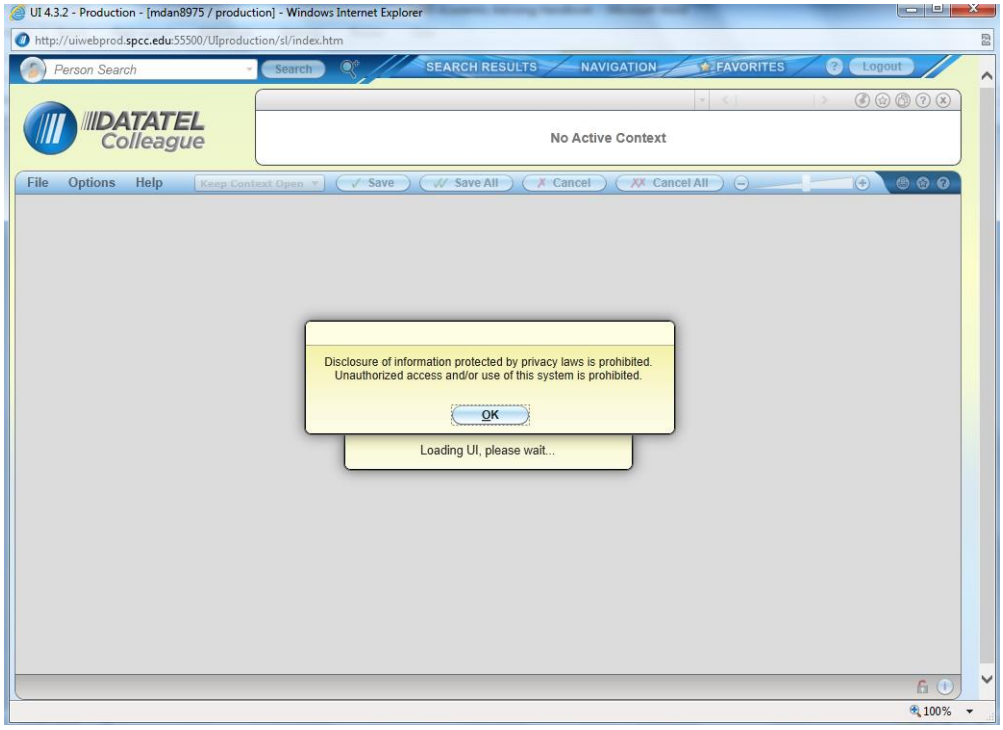
DATATEL
Colleague
Welcome to Datatel Colleague
User Interface 4.3
User Interface 4.3 improves upon Desktop and UI 4.2 with enhancements that include:
Option to have context cards auto-close or stay open when you finish with a form.
Option to more easily customize field sequence and properties on a form.
Option to export your search results to Microsoft Excel.
Ability to save any Colleague report to a PDF file with no page limits.
Numerous software enhancements to improve productivity and ease of use.
Before launching UI 4.3, please either disable all popup blockers or add this site as an exception to the popup blocker list in your browser. Be sure to also disable any third-party toolbars that may have additional popup blockers. For more information, contact your system administrator.
PRODUCTION
TEST

Step 2: Log-In Click on Production – this will take you to a page where you can enter your log-in information.

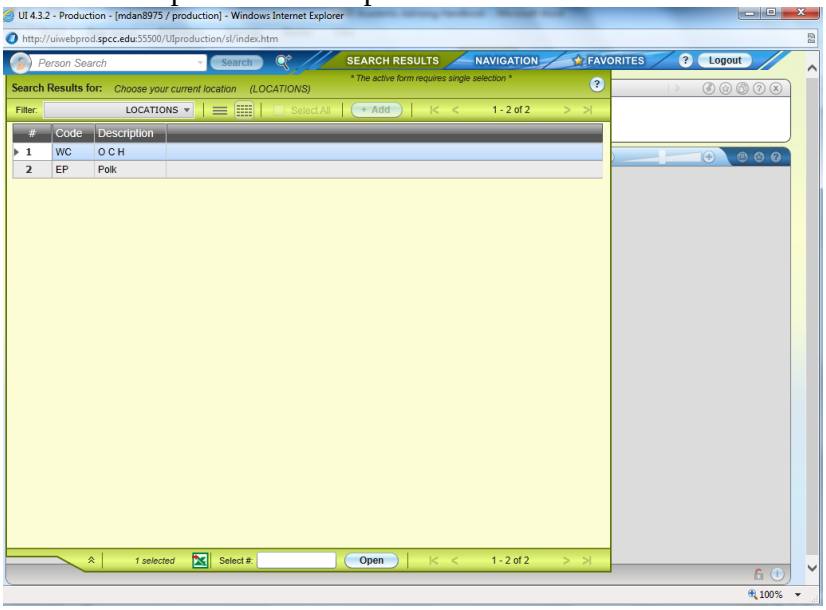


Please use your standard username for the User ID. To access the system for the first time, use your temporary password: TempMMDD+. This will be the word Temp, followed by the two-digit month and the date of your birthday, then followed by the plus sign (+). You will be prompted to change your password upon your first login. Please pay attention to the rules for setting up your password. Note that there must be a number or special character within the frist 8 characters of your new password.

Every time you log in, you will be asked to read and agree to a privacy statement. It is important to realize that our students' entire academic history lives within Datatel/Colleague. It is critical that, when you leave your computer unattended, that you log out of the system. In addition, be mindful of what information is on your screen when you have guests in your workspace. Be sure to minimize or close windows as needed. It is critical that we protect the private information of our students.



Step 3: Campus Selection Once you have clicked OK you may be asked to select a campus. Select the campus that is your home campus. You can double click the campus, or you can check the box next to the campus and click open at the bottom of the screen.



Step 4: Video Demonstration The first time you log in, there will be a video regarding how to use Datatel/Colleague 4.3. Watching this video will help you learn to navigate the system.

Once you have watched the video, you can check the box next to "Don't Show Me Again" if you do not wish to view the video again. You can also click "close" if you want the videos to pop up and be available every time. It is beneficial for you to watch the video, then click "close" so the video will be available on your next login. You can then reference the quick tricks and processes before you begin your next sessions. When you become familiar with the program, feel free to choose "Don't Show Me Again". Once you close the video the start screen will appear.

Finding a Student in Datatel

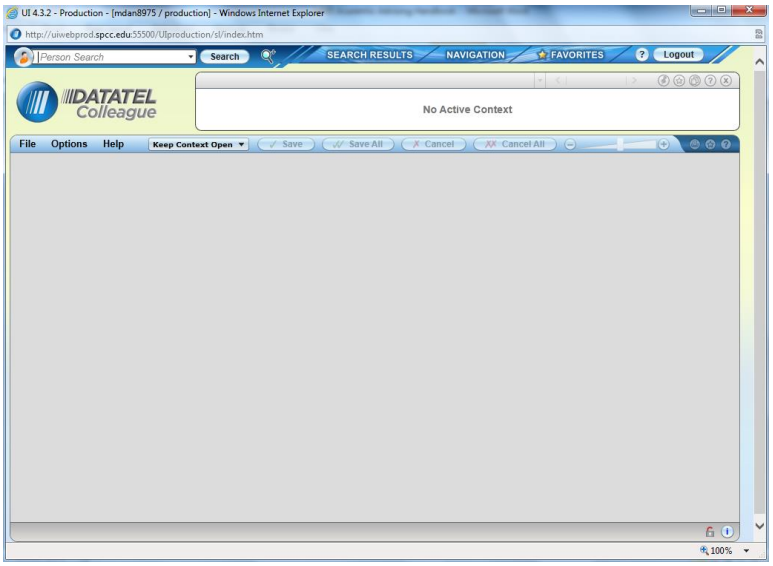
Shortlist Directions:

- Use the search box in the upper left hand corner
- The easiest way to find a student is to type in their student ID# into the search box
- If searching for a student by name enter: firstname space last name or lastname comma first name
- Select student from list
- Once a student is successfully selected their information will appear in the information box across the upper middle/right section of the screen

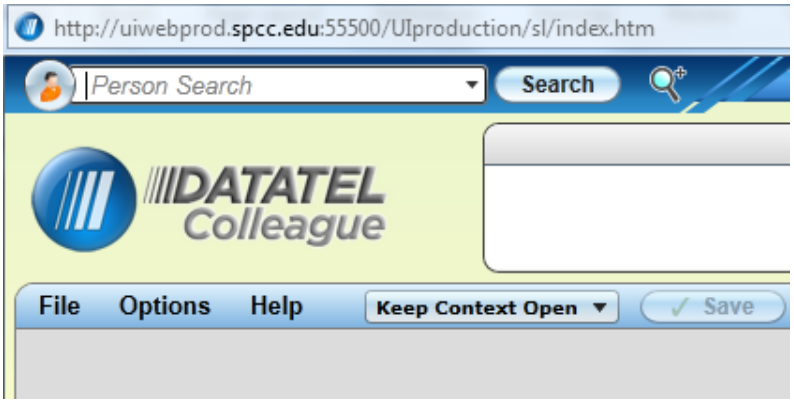
Video Instructions are available via the online advisor training

- Finding a Student Video

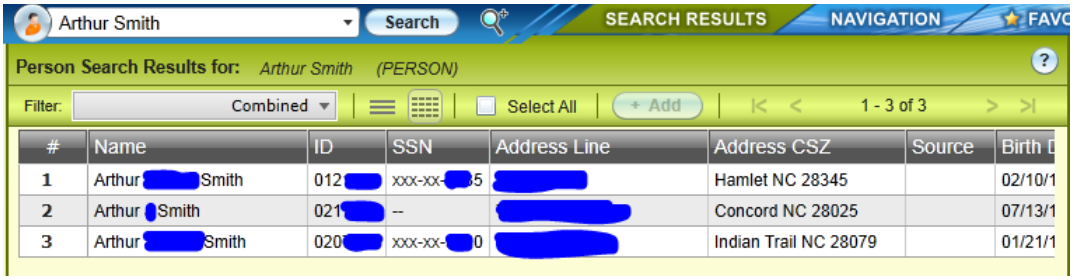
Step-by-Step Screen Shots:



Step 1: Entering Student Identifying Information The most direct way to locate a student is by entering their student ID number into the box in the upper left hand corner.

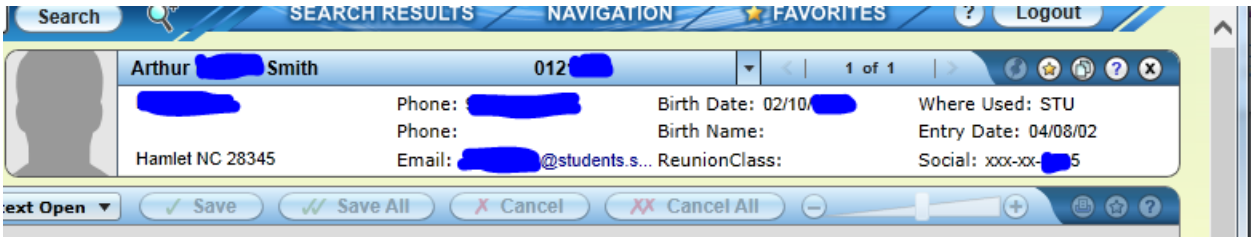


If you do not have the student's ID number you can enter their name and search for them. If you enter a student ID number the student with that ID will appear in the person card at the top of the screen. However, if you use the student's name to search for them, you may find that numerous entries appear:


Arthur Smith
Search
SEARCH RESULTS
NAVIGATION
Person Search Results for: Arthur Smith (PERSON)
Filter: Combined
Select All
Add
1 - 3 of 3
Name ID SSN Address Line Address CSZ Source Birth
1 Arthur Smith 012 xxx-xx- Hamlet NC 28345 02/10/1
2 Arthur Smith 021 -- Concord NC 28025 07/13/1
3 Arthur Smith 020 xxx-xx- Indian Trail NC 28079 01/21/1

Step 2: Selecting Student At this point you will want to talk to the student more to find out which of the records belongs to that student. It is recommended that you utilize the student's address to verify which record belongs to the student. Remember, if this is the first time that you have met a student face-to-face it is okay to ask to see photo identification to ensure that you are not sharing student information with anyone other than the actual student.

Once you have determined which student record needs to be pulled you can double-click the student entries at this point, their information will load into the top right corner of your screen. If you prefer, you can single-click the student and select open from the bottom center of the screen. Regardless of how you do it, you will know when the student's files has been opened when you see it populate as below:



Running an Evaluation (EVAL) in Datatel

Shortlist Directions:

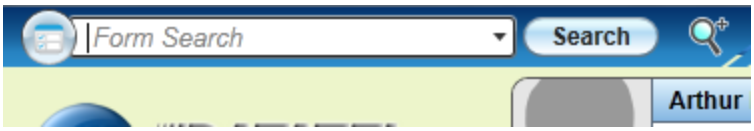
- Ensure student's information is properly displayed in upper right information box
- Change search box in top left corner from person to form
- EVAL
- Select current active program "A"
- Click "Save All"
- You can use EVAL on screen or to print follow these directions:
    - Export to PDF
    - Courier Size 9 Font
    - Landscape
    - Create PDF
    - Print in Landscape Orientation
- Utilize top of EVAL to look for the following:
    - Student Name/ID Number
    - Correct Program of Study
    - Correct Catalog Year
- Utilize upper left corner of EVAL to look for the following:
    - Registration Flags & Holds
    - Test Scores and Needed developmental courses (if applicable)
- Determine what course(s) a student needs to complete in order to graduate by utilizing the rest of the EVAL
    - Note that courses the student is currently taking are represented by *IP (In Progress) and current semester listed
- Courses completed are designated with a letter grade and semester completed
- Advise students of the courses they have left by looking for the blanks
- Confirm current course completion (that the student plans on finishing the course)
- Discuss pre and co-requisites with students, then confirm through listing on STAC
- Discuss course offerings and any potential course limitations/rotations (i.e. spring only, etc.)

Video Instructions are available via the online advisor training

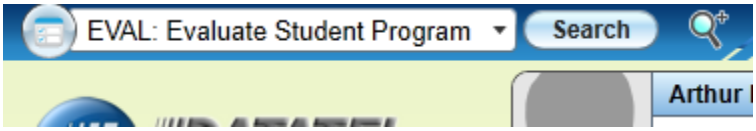
- Running an Evaluation in Datatel

Step-by-Step Screen Shots:

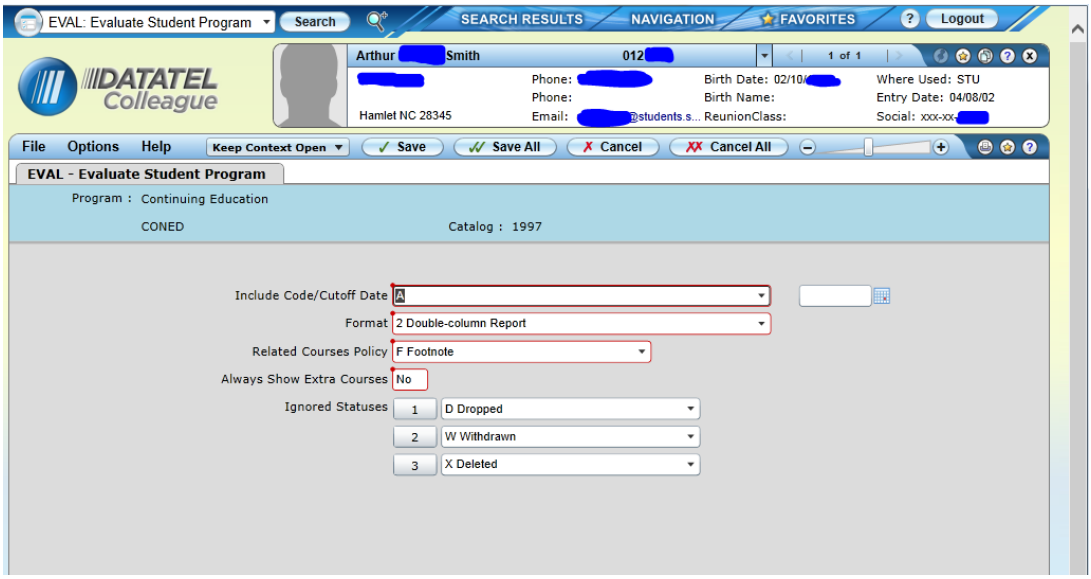
Step 1: Switching to Form Search If you click on the icon to the left of the search box you can change from searching for a person to searching for a form.



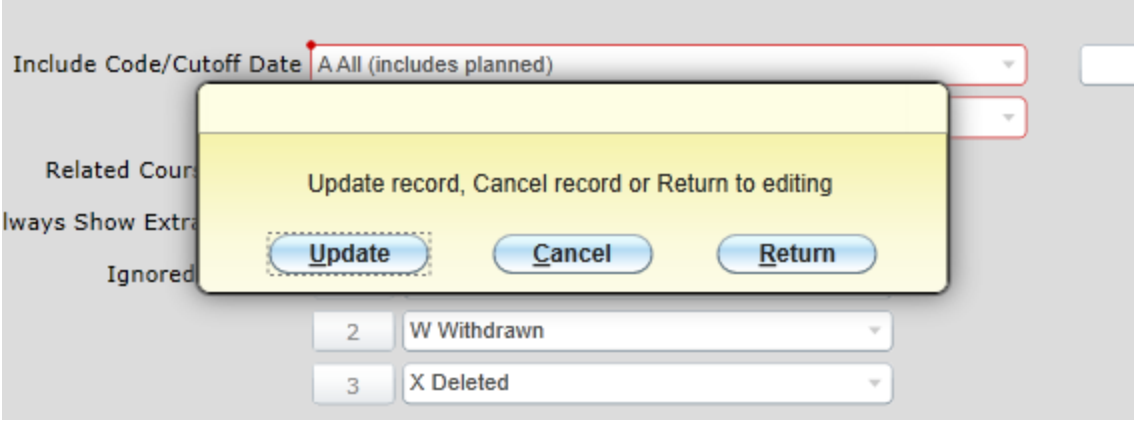
Step 2: Starting an EVAL Form The student's information should still be present in the person card as seen below. We are now able to search for various forms utilizing the student's information. Use the EVAL form first. EVAL stands for Evaluate Student Program and can be found by simply typing EVAL into the Form Search box.



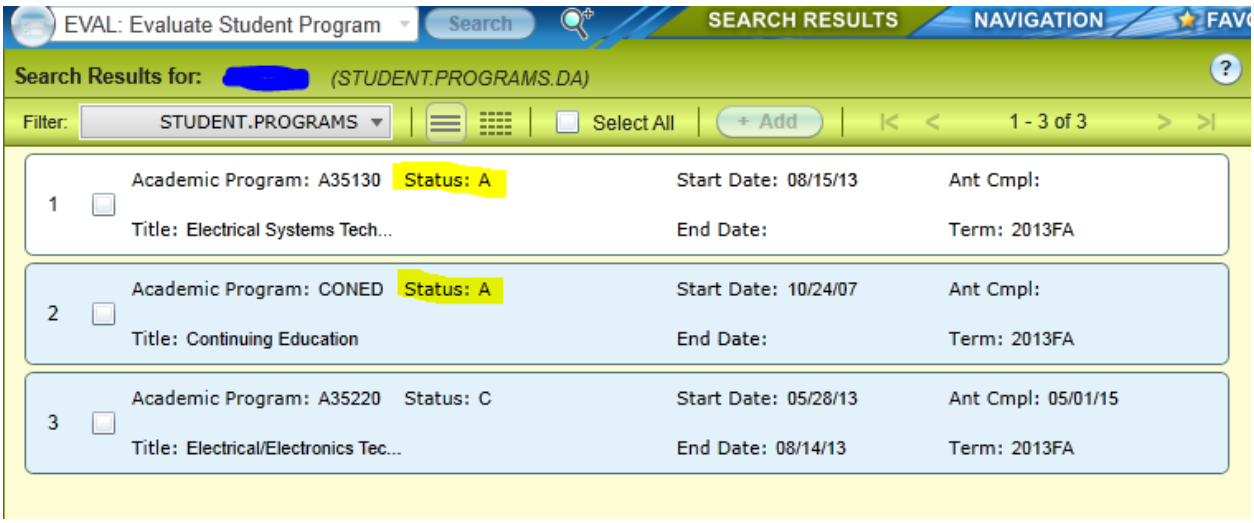
Once you have typed in EVAL you will have the opportunity to select the entire name from a drop down menu, or you can simply hit enter or click select once the entire acronym is present in the search box. This screen will then appear:



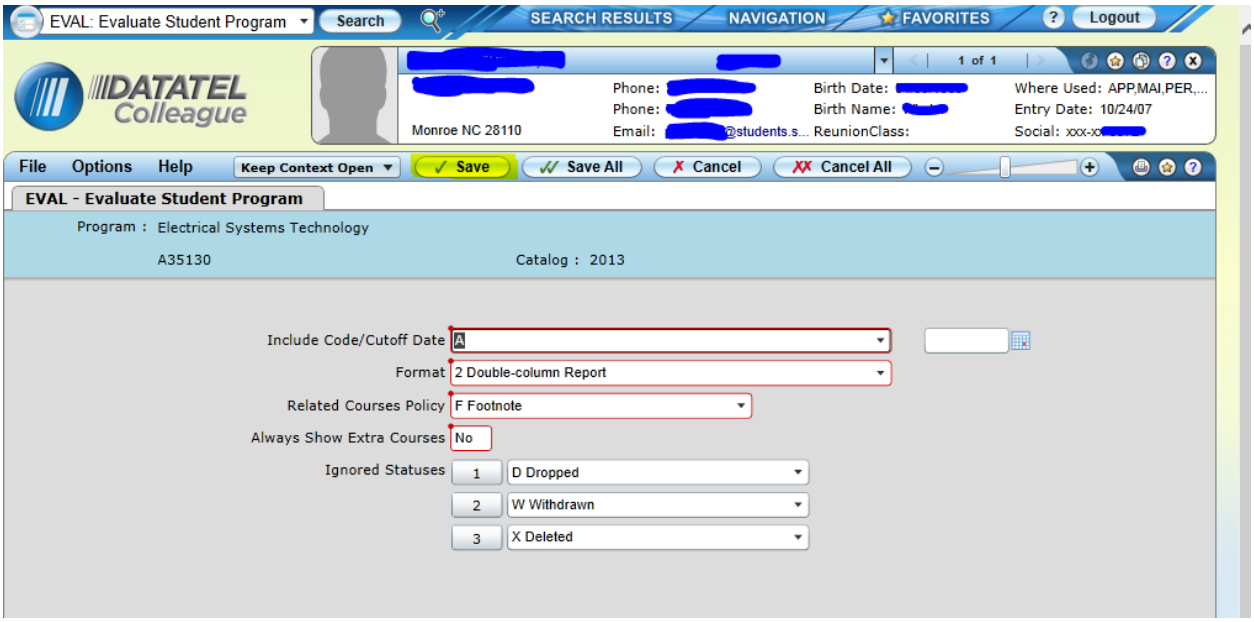
Step 3: Running the EVAL This is a confirmation screen where you confirm the running of the report. Click "Save" to start.



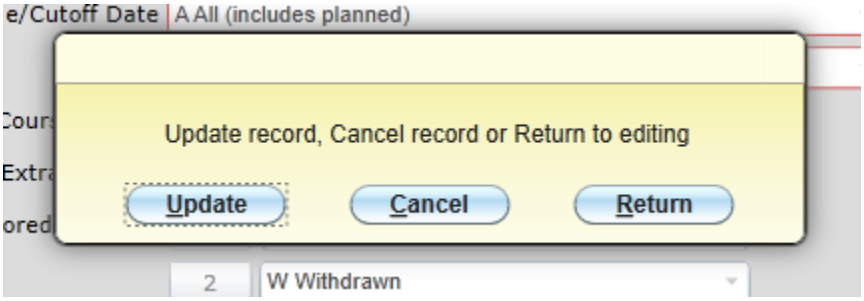
Click "Update" to continue the report. If you do not see the screen above, but are presented with options similar to those below this means the student has had multiple programs of study while attending SPCC.



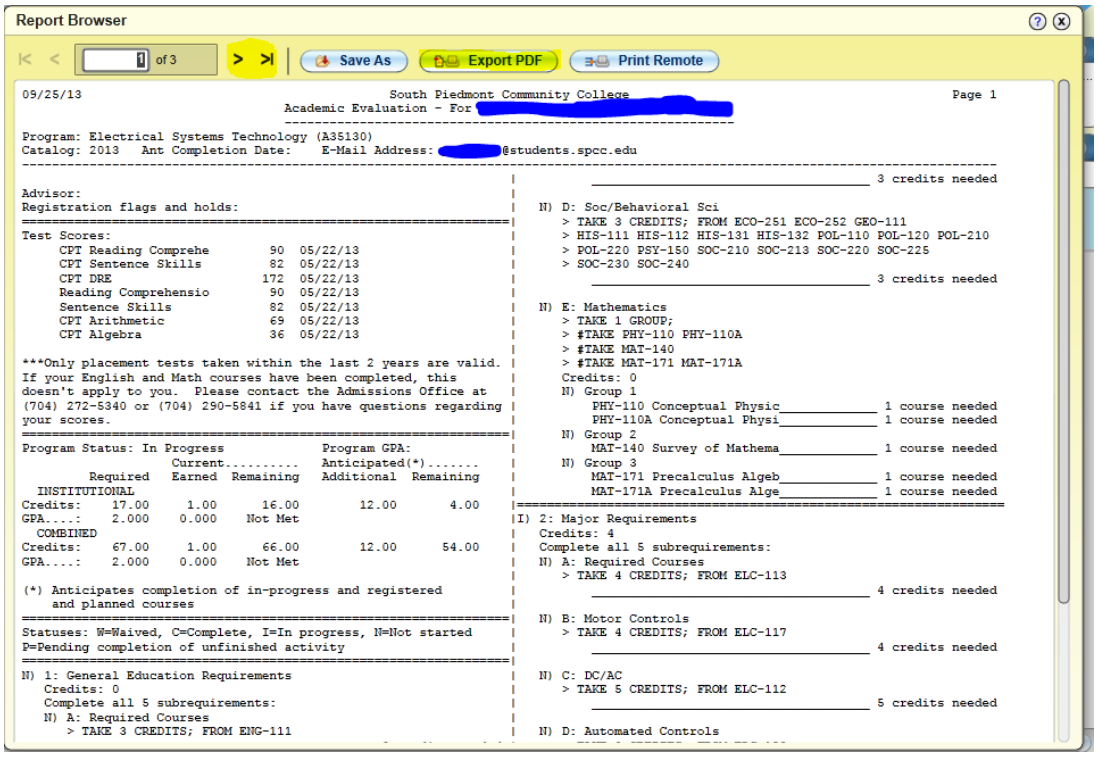
Step 4: Select Current Program Choose the student's current program, designated with a status of "A" or active. Please disregard, for this purpose, any program labeled "Basic Skills" or "Continuing Education." Continuing Education classes will be addressed later in the training. In the example above, we will click the first program (A35130, Electrical Systems Tech) and open.



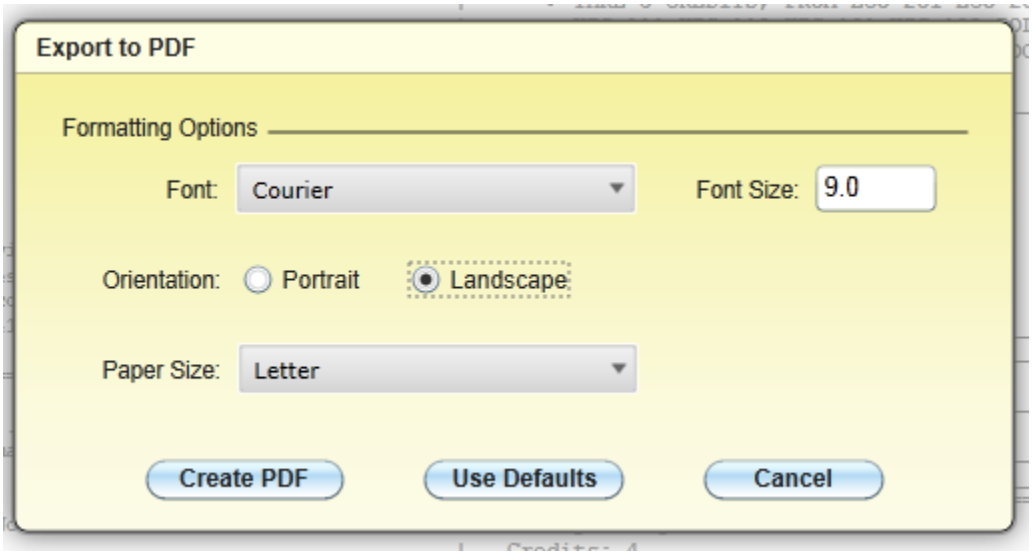
When presented with the screen above check the student's information and make sure it matches your advisee. Then, click "Save" then "Update".



After Datatel has updated the student record, you will see the evaluation which will open in a pop up screen.


Report Browser
of 3
Save As
Export PDF
Print Remote
09/25/13
South Piedmont Community College
Page 1
Academic Evaluation - For
Program: Electrical Systems Technology (A35130)
Catalog: 2013 Ant Completion Date: E-Mail Address: @students.spcc.edu
Advisor:
Registration flags and holds:
Test Scores:
CPT Reading Comprehe 90 05/22/13
CPT Sentence Skills 82 05/22/13
CPT DRE 172 05/22/13
Reading Comprehensio 90 05/22/13
Sentence Skills 82 05/22/13
CPT Arithmetic 69 05/22/13
CPT Algebra 36 05/22/13
***Only placement tests taken within the last 2 years are valid.
If your English and Math courses have been completed, this
doesn't apply to you. Please contact the Admissions Office at
(704) 272-5340 or (704) 290-5841 if you have questions regarding
your scores.
Program Status: In Progress
Program GPA:
Current..... Anticipated(*).....
Required Earned Remaining Additional Remaining
INSTITUTIONAL
Credits: 17.00 1.00 16.00 12.00 4.00
GPA....: 2.000 0.000 Not Met
COMBINED
Credits: 67.00 1.00 66.00 12.00 54.00
GPA....: 2.000 0.000 Not Met
(*) Anticipates completion of in-progress and registered
and planned courses
Statuses: W=Waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
N) 1: General Education Requirements
Credits: 0
Complete all 5 subrequirements:
N) A: Required Courses
> TAKE 3 CREDITS; FROM ENG-111
3 credits needed
N) D: Soc/Behavioral Sci
> TAKE 3 CREDITS; FROM ECO-251 ECO-252 GEO-111
> HIS-111 HIS-112 HIS-131 HIS-132 POL-110 POL-120 POL-210
> POL-220 PSY-150 SOC-210 SOC-213 SOC-220 SOC-225
> SOC-230 SOC-240
3 credits needed
N) E: Mathematics
> TAKE 1 GROUP;
> #TAKE PHY-110 PHY-110A
> #TAKE MAT-140
> #TAKE MAT-171 MAT-171A
Credits: 0
N) Group 1
PHY-110 Conceptual Physic 1 course needed
PHY-110A Conceptual Physi 1 course needed
N) Group 2
MAT-140 Survey of Mathema 1 course needed
N) Group 3
MAT-171 Precalculus Algeb 1 course needed
MAT-171A Precalculus Alge 1 course needed
I) 2: Major Requirements
Credits: 4
Complete all 5 subrequirements:
N) A: Required Courses
> TAKE 4 CREDITS; FROM ELC-113
4 credits needed
N) B: Motor Controls
> TAKE 4 CREDITS; FROM ELC-117
4 credits needed
N) C: DC/AC
> TAKE 5 CREDITS; FROM ELC-112
5 credits needed
N) D: Automated Controls

Step 5: Printing the EVAL You now have the student evaluation completed and can utilize it in the pop up screen by scrolling up and down or moving the pages back and forth; click on the arrows in the top right (highlighted above) to move between pages. You can also export the EVAL to a pdf which will be easier if you are going to provide your student with a copy (highly encouraged – with more information to follow). If you export to a PDF, please utilize the settings below to ensure proper viewing following export:



How to Read an Evaluation

Shortlist Directions:

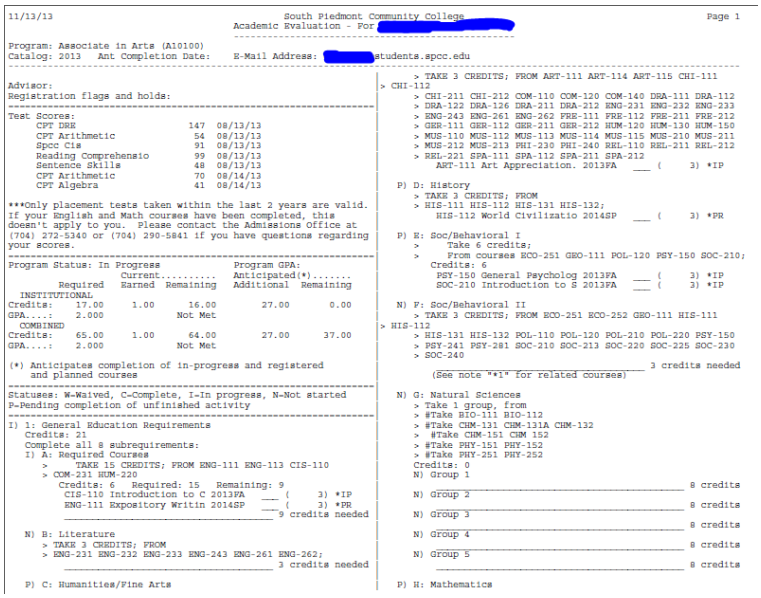
- Confirm the correct student information is located on the top of the EVAL
- Check for holds
- Check test scores & subsequent English & math course needs
- Discuss any pending AP credit, transfer credit, CLEP credit are accounted for
- Fill in the blanks with course requirements/suggestions
- Ensure that courses only offered in specific semesters

Video Instructions are available via the online advisor training

- How to Read an Evaluation Video

Step-by-Step Screen Shots:

Step 1: Open EVAL Once you have the EVAL (either in report format or in PDF) you can begin by looking at the student's test scores and course requirements. Then make your advising recommendations. If you chose to export the EVAL into a PDF, it will open in an additional window as seen below.



11/13/13 South Piedmont Community College Page 1
Academic Evaluation - For [redacted]

Program: Associate in Arts (A10100)
Catalog: 2013 Ant Completion Date: E-Mail Address: [redacted]students.spcc.edu

Advisor:
Registration flags and holds:

Test Scores:
CPT DRK 147 08/13/13
CPT Arithmetic 54 08/13/13
Spcc Cis 91 08/13/13
Reading Comprehensio 99 08/13/13
Sentence Skills 48 08/13/13
CPT Arithmetic 70 08/14/13
CPT Algebra 41 08/14/13

**Only placement tests taken within the last 2 years are valid. If your English and Math courses have been completed, this doesn't apply to you. Please contact the Admissions Office at (704) 272-5340 or (704) 290-5841 if you have questions regarding your scores.

Program Status: In Progress Program GPA:
Current..... Anticipated(*).....
Required Earned Remaining Additional Remaining
INSTITUTIONAL
Credits: 17.00 1.00 16.00 27.00 0.00
GPA....: 2.000 Not Met
COMBINED
Credits: 65.00 1.00 64.00 27.00 37.00
GPA....: 2.000 Not Met

(*) Anticipates completion of in-progress and registered and planned courses

Statuses: W-Waived, C-Complete, I-In progress, N-Not started
P-Pending completion of unfinished activity

I) 1: General Education Requirements
Credits: 21
Complete all 8 subrequirements:
I) A: Required Courses
> TAKE 15 CREDITS; FROM ENG-111 ENG-113 CIS-110
> COM-231 HUM-220
Credits: 6 Required: 15 Remaining: 9
CIS-110 Introduction to C 2013FA ___ (3) *IP
ENG-111 Expository Writin 2014SP ___ (3) *PR
9 credits needed

N) B: Literature
> TAKE 3 CREDITS; FROM
> ENG-231 ENG-232 ENG-233 ENG-243 ENG-261 ENG-262;
3 credits needed

P) C: Humanities/Fine Arts
> TAKE 3 CREDITS; FROM ART-111 ART-114 ART-115 CHI-111
> CHI-112
> CHI-211 CHI-212 COM-110 COM-120 COM-140 DRA-111 DRA-112
> DRA-122 DRA-126 DRA-211 DRA-212 ENG-231 ENG-232 ENG-233
> ENG-243 ENG-261 ENG-262 FRE-111 FRE-112 FRE-211 FRE-212
> GER-111 GER-112 GER-211 GER-212 HUM-120 HUM-130 HUM-150
> MUS-110 MUS-112 MUS-113 MUS-114 MUS-115 MUS-210 MUS-211
> MUS-212 MUS-213 PHI-230 PHI-240 REL-110 REL-211 REL-212
> REL-221 SPA-111 SPA-112 SPA-211 SPA-212
ART-111 Art Appreciation. 2013FA ___ (3) *IP

P) D: History
> TAKE 3 CREDITS; FROM
> HIS-111 HIS-112 HIS-131 HIS-132;
HIS-112 World Civilizatio 2014SP ___ (3) *PR

P) E: Soc/Behavioral I
> Take 6 credits;
> From courses ECO-251 GEO-111 POL-120 PSY-150 SOC-210;
Credits: 6
PSY-150 General Psycholog 2013FA ___ (3) *IP
SOC-210 Introduction to S 2013FA ___ (3) *IP

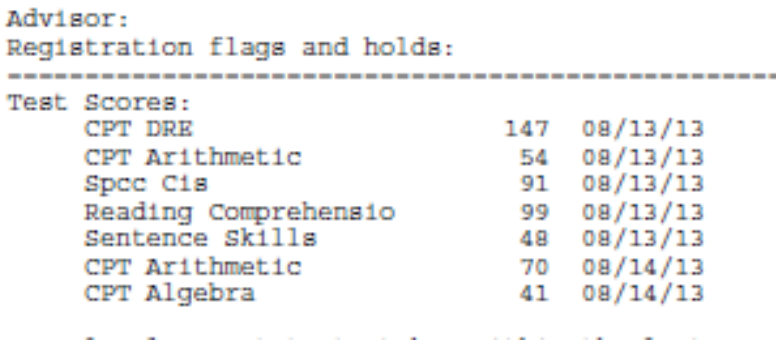
N) F: Soc/Behavioral II
> TAKE 3 CREDITS; FROM ECO-251 ECO-252 GEO-111 HIS-111
> HIS-112
> HIS-131 HIS-132 POL-110 POL-120 POL-210 POL-220 PSY-150
> PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-230
> SOC-240
3 credits needed
(See note "*1" for related courses)

N) G: Natural Sciences
> Take 1 group, from
> #Take BIO-111 BIO-112
> #Take CHM-131 CHM-131A CHM-132
> #Take CHM-151 CHM 152
> #Take PHY-151 PHY-152
> #Take PHY-251 PHY-252
Credits: 0
N) Group 1 0 credits
N) Group 2 0 credits
N) Group 3 0 credits
N) Group 4 0 credits
N) Group 5 0 credits

P) H: Mathematics

Step 2: Confirm Student & Look for Holds To begin, you will want to again ensure that the student name at the top of the document matches the student with whom you are speaking. To begin any advising session, look for holds on the student's account. This area is found just above the test scores and should always be your first check.

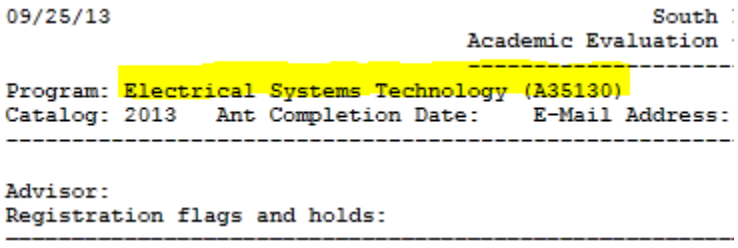
Step 3: Verify Test Scores & Developmental Course Needs Following that, check the test scores in the top left corner as you can see in the example below.



Test scores help the advisor determine which English and math classes a student needs. A complete breakdown of these requirements and a current conversion chart are available the guide. Please print the chart and have it handy during advising meetings. At first glance we are able to see that these test scores are currently valid. CPT Test scores expire two years from the date that they are taken. Note that students who have begun their course work associated with test scores and who are progressing do not need to retest. For example if a student tests into one remedial level English class and has taken, completed, and progressed onto the next class within a two year period will not have to retest. The same applies to CPT math test scores.

This student received a reading comprehension score of 90 and a sentence skills score of 82; combined this student has a score of 172. This score allows the student to proceed directly into the English 111 course, which is the first college level English course we offer. The student's arithmetic score of 69 allows them to bypass the remedial arithmetic courses we now look at the algebra score for placement. The algebra score of 36 places the student in our DMA 040. A complete list of course sequences and their uses are available in the Placement Testing & Need to Knows section beginning on page 24 of this Handbook.

The remedial course sequences apply for all students. In order to determine additional course needs of students, it is critical to understand the program in which they are enrolled. To determine a student's program of study, look at the top of the EVAL and locate the highlighted portion below:



You can then find course requirements and suggested course sequencing via the Curriculum Maps. Links to the maps will be available on the advising website. Please utilize the College Catalog to ensure that all advising is in alignment with stated pre/co-requisites.

STEP 4: Reading the EVAL Examine the below cut out from an Associate in Arts (A10100) student's EVAL:

```
I) 1: General Education Requirements
   Credits: 21
   Complete all 8 subrequirements:
   I) A: Required Courses
      >     TAKE 15 CREDITS; FROM ENG-111 ENG-113 CIS-110
      > COM-231 HUM-220
        Credits: 6   Required: 15   Remaining: 9
         CIS-110 Introduction to C 2013FA    ___ (     3) *IP
         ENG-111 Expository Writin 2014SP    ___ (     3) *PR
         ____________________________________ 9 credits needed

   N) B: Literature
      > TAKE 3 CREDITS; FROM
      > ENG-231 ENG-232 ENG-233 ENG-243 ENG-261 ENG-262;
         ____________________________________ 3 credits needed
```

We can see that the student is in the progress of completing CIS 110; this is represented by the *IP following the course. The student has registered to take ENG 111 in the Spring of 2014. However, note that there is still a blank line and that nine additional credits are needed. The courses that are needed to complete these nine credits are listed as ENG 112, COM 231, and HUM 220. Once the student has completed all of these courses the blank line will disappear. These courses are listed under the "Required Courses"; students must complete those specific courses.

We can also see that in the next section, "Literature", the student will need to complete three credits from ENG 231, ENG 232, ENG 233, ENG 243, ENG 261 or ENG 262. The student may choose one of those six classes for completion of that section.

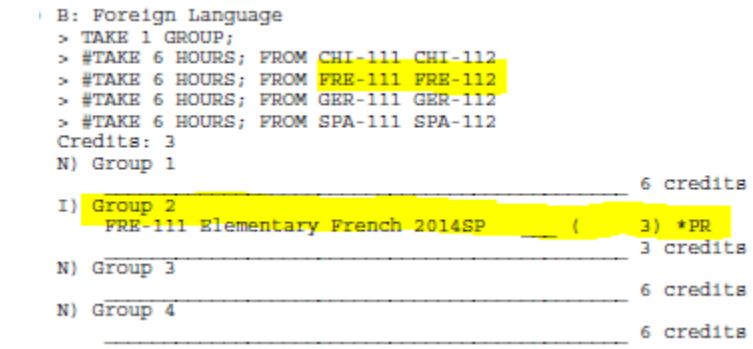
Reading an evaluation and making course recommendations is really about filling in the blanks. An additional example for this is provided below:

```
N) G: Natural Sciences
   > Take 1 group, from
   > #Take BIO-111 BIO-112
   > #Take CHM-131 CHM-131A CHM-132
   >  #Take CHM-151 CHM 152
   > #Take PHY-151 PHY-152
   > #Take PHY-251 PHY-252
   Credits: 0
   N) Group 1
      ____________________________________________ 8 credits
   N) Group 2
      ____________________________________________ 8 credits
   N) Group 3
      ____________________________________________ 8 credits
   N) Group 4
      ____________________________________________ 8 credits
   N) Group 5
      ____________________________________________ 8 credits
```

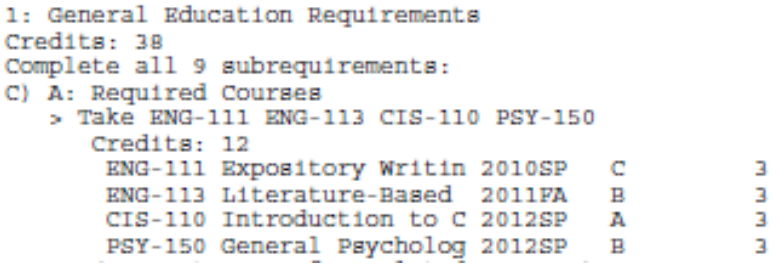
Here the student needs to complete eight credits from the "Natural Sciences". However there are numerous blanks and lots of courses listed. Please note the highlighted portion that dictates the student "Take 1 group". The student needs to complete one of the following groups:

- BIO 111 & BIO 112
- CHM 131, CHM 131 A, & CHM 132
- CHM 151 & CHM 152
- PHY 151 & PHY 152
- PHY 251 & PHY 252

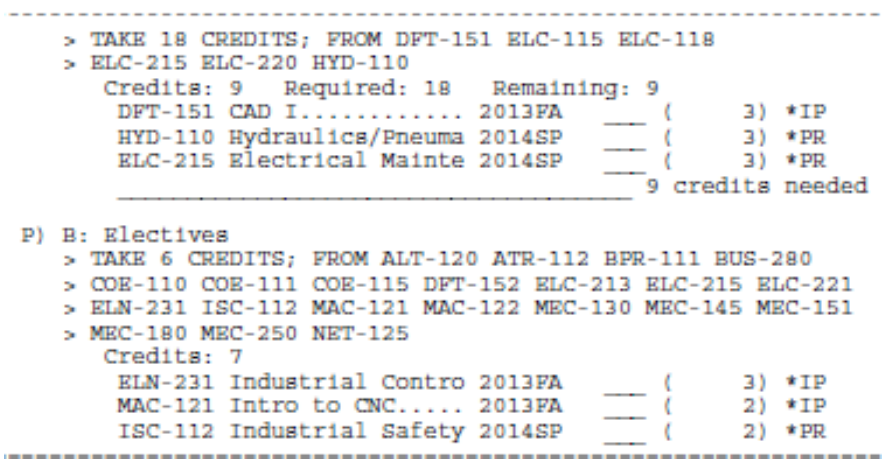
The student must select a group. Once this sequence is started, the proper line will fill in and will resemble this:


B: Foreign Language
> TAKE 1 GROUP;
> #TAKE 6 HOURS; FROM CHI-111 CHI-112
> #TAKE 6 HOURS; FROM FRE-111 FRE-112
> #TAKE 6 HOURS; FROM GER-111 GER-112
> #TAKE 6 HOURS; FROM SPA-111 SPA-112
Credits: 3
N) Group 1
6 credits
I) Group 2
FRE-111 Elementary French 2014SP (3) *PR
3 credits
N) Group 3
6 credits
N) Group 4
6 credits

We can see here that this student has selected to fulfill their "Foreign Language" requirement through the FRE 111 & FRE 112 group. They have registered to take FRE 111; this now shows up on the evaluation. Once the student has registered for and completed both of the French courses the requirements will be fulfilled and the other Group lines will disappear. Thus the blanks have been filled in for "Foreign Language". Student cannot get credit for this group by taking one course from two or more groups; both courses in a group must be completed in order to fulfill this requirement.


1: General Education Requirements
Credits: 38
Complete all 9 subrequirements:
C) A: Required Courses
> Take ENG-111 ENG-113 CIS-110 PSY-150
Credits: 12
ENG-111 Expository Writin 2010SP C 3
ENG-113 Literature-Based 2011FA B 3
CIS-110 Introduction to C 2012SP A 3
PSY-150 General Psycholog 2012SP B 3

This student has completed all of the "Required Courses" listed. Note that the blanks have been filled in. While the examples here are general education courses, the same process applies to core classes. We have a student in the Electrical Systems Technology program who has some core class requirements that are blank:


> TAKE 18 CREDITS; FROM DFT-151 ELC-115 ELC-118
> ELC-215 ELC-220 HYD-110
Credits: 9 Required: 18 Remaining: 9
DFT-151 CAD I..... 2013FA ___ (3) *IP
HYD-110 Hydraulics/Pneuma 2014SP ___ (3) *PR
ELC-215 Electrical Mainte 2014SP ___ (3) *PR
9 credits needed
P) B: Electives
> TAKE 6 CREDITS; FROM ALT-120 ATR-112 BPR-111 BUS-280
> COE-110 COE-111 COE-115 DFT-152 ELC-213 ELC-215 ELC-221
> ELN-231 ISC-112 MAC-121 MAC-122 MEC-130 MEC-145 MEC-151
> MEC-180 MEC-250 NET-125
Credits: 7
ELN-231 Industrial Contro 2013FA ___ (3) *IP
MAC-121 Intro to CNC..... 2013FA ___ (2) *IP
ISC-112 Industrial Safety 2014SP ___ (2) *PR

This student is enrolled in the fall of 2013 for DFT 151, ELC 231, and MAC 121. Thus, these classes have the *IP or in progress designation. The student has already registered for classes for spring 2014. The classes in the first area, including HYD 110 and ELC 215, count towards the completion of the required 18 credits listed. However, there are additional requirements, so there is a blank line showing that nine additional credits are needed. The student registered for ISC 112 for Spring 2014. Completion of this class will fulfill all of the requirements under the "Elective" group.

*** Please note that blanks are not automatically created for developmental courses (DMA and/or DRE). It is critical that advisors begin to read the EVAL that they start with holds and test scores and look at programmatic requirements in the College Catalog to ensure that students complete ALL required courses ***

Confirming Students' Previous Grades (STAC)

Shortlist Directions:

- Select and confirm student selection
- Switch to form search, then search for STAC
- Scroll through screens and confirm pre-requisite courses have been completed successfully or are in progress

You may come across the following class codes (see below, with definitions) if they contribute towards a student's three allotted attempts at a class:

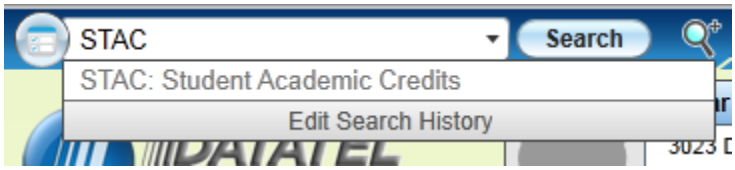
Credit Code	Definition	Count towards 3rd attempt?
A	Course Added during Drop/Add	Yes
C	Course Cancelled	No
D	Course Dropped during Drop/Add	No
N	New Course – added & completed	Yes
NC	Non-Course Equivalency	N/A
NP	Dropped for Non-Payment	Yes
TR	Transfer Credit	N/A
X	Registered then Unregistered	No
XT	Transfer Credit	N/A

Video Instructions are available via the online advisor training

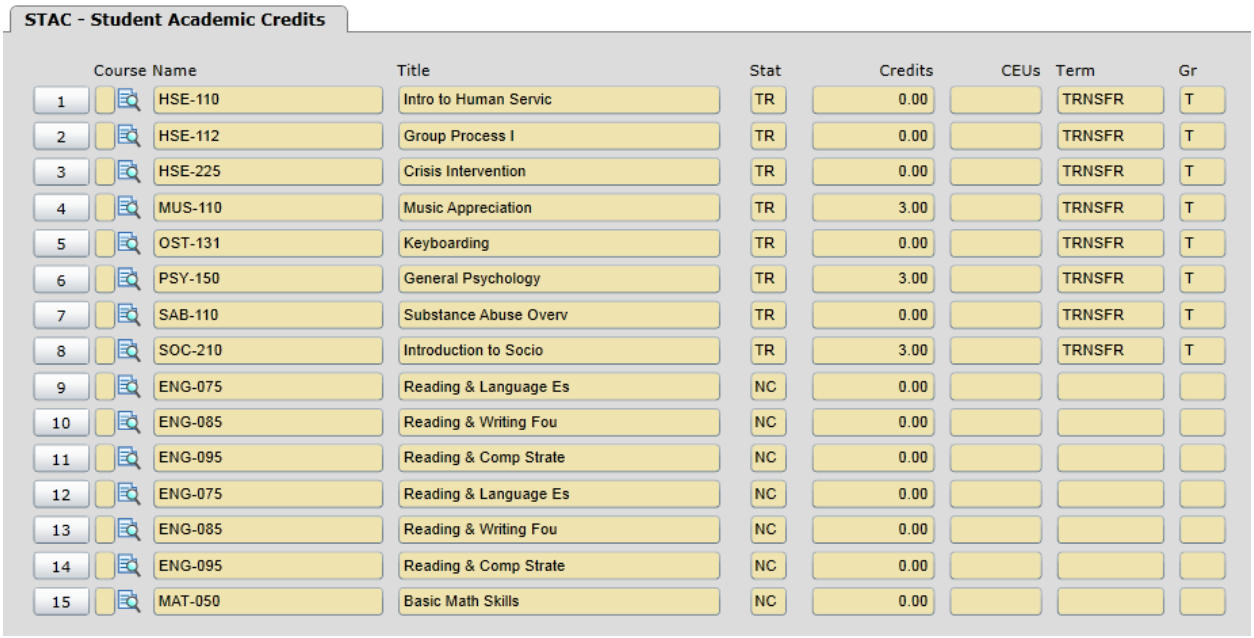
- Confirming Students' Previous Grades Video

Step-by-Step Screen Shots

Step 1: Run STAC Form Once you have checked and confirmed your student's information, the form search to access the Student Academic Credentials (STAC) form:



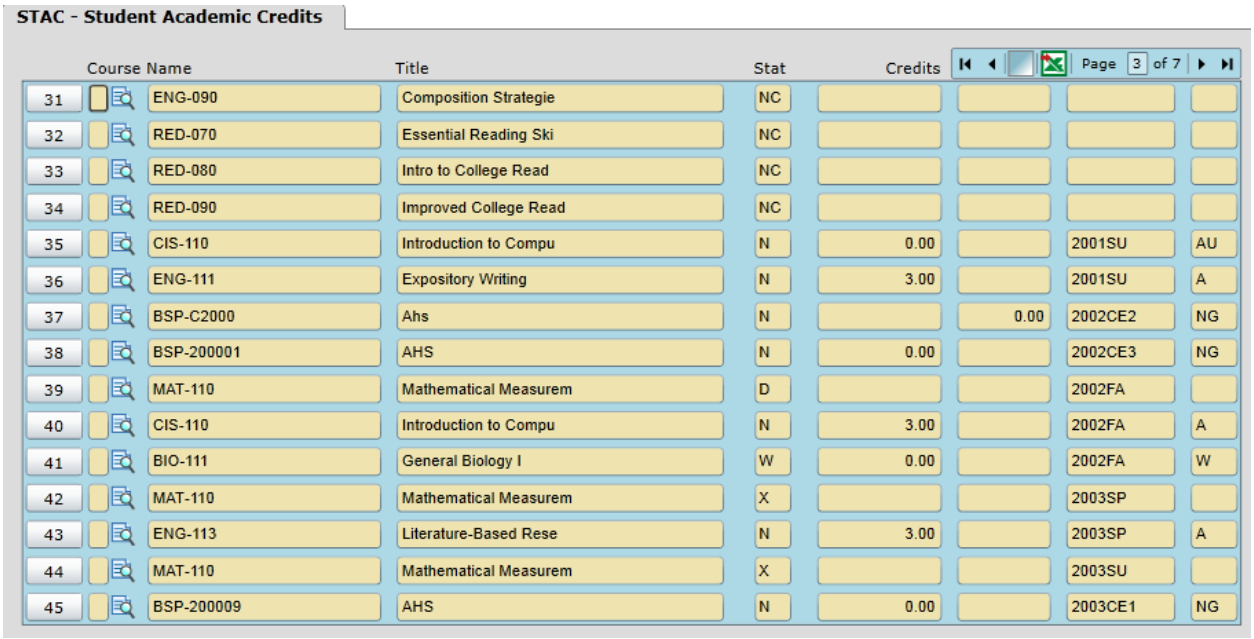
Step 2: Review Student's Academic Credits You will be able to see all of the classes the student has attempted, is currently taking, and has registered for to take in a future term displayed as such:



STAC - Student Academic Credits

	Course Name	Title	Stat	Credits	CEUs	Term	Gr
1	HSE-110	Intro to Human Servic	TR	0.00		TRNSFR	T
2	HSE-112	Group Process I	TR	0.00		TRNSFR	T
3	HSE-225	Crisis Intervention	TR	0.00		TRNSFR	T
4	MUS-110	Music Appreciation	TR	3.00		TRNSFR	T
5	OST-131	Keyboarding	TR	0.00		TRNSFR	T
6	PSY-150	General Psychology	TR	3.00		TRNSFR	T
7	SAB-110	Substance Abuse Overv	TR	0.00		TRNSFR	T
8	SOC-210	Introduction to Socio	TR	3.00		TRNSFR	T
9	ENG-075	Reading & Language Es	NC	0.00			
10	ENG-085	Reading & Writing Fou	NC	0.00			
11	ENG-095	Reading & Comp Strate	NC	0.00			
12	ENG-075	Reading & Language Es	NC	0.00			
13	ENG-085	Reading & Writing Fou	NC	0.00			
14	ENG-095	Reading & Comp Strate	NC	0.00			
15	MAT-050	Basic Math Skills	NC	0.00			

This student has earned the first 8 courses listed through transfer credits. Classes 9-15 are listed as NC or Non-Course equivalency. This means, based on the CPT scores this student received, that they are not required to take the courses listed. If we continued to the second page of their STAC, we see more TR and NC courses, then completed classes:

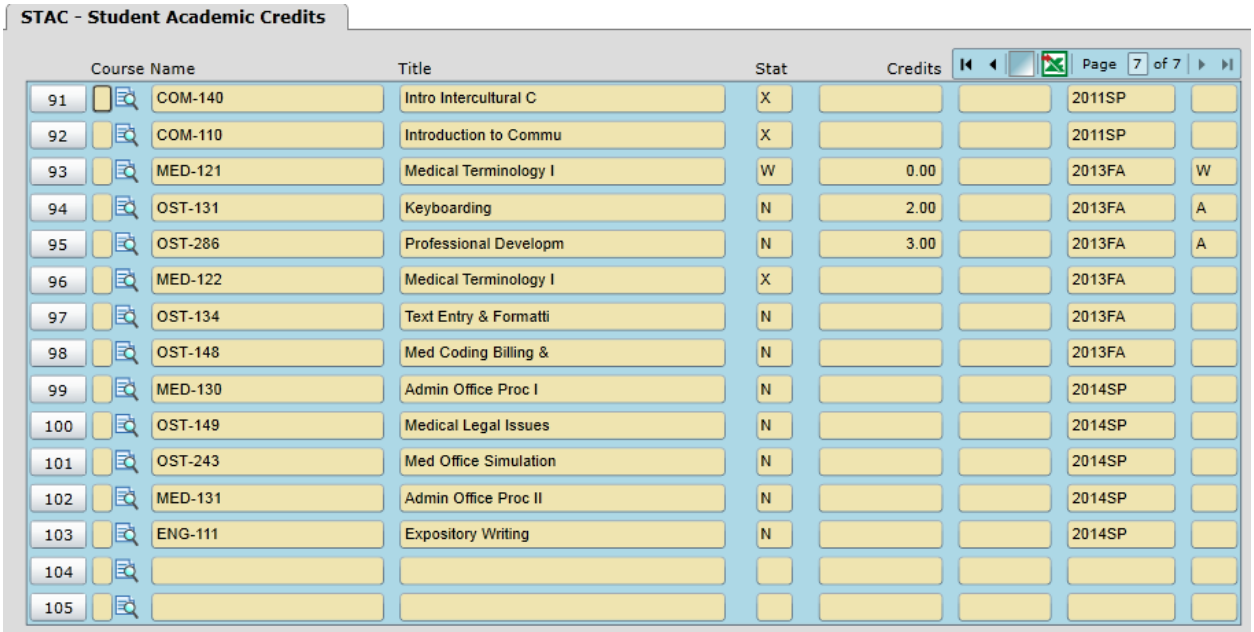


STAC - Student Academic Credits

Page 3 of 7

	Course Name	Title	Stat	Credits			
31	ENG-090	Composition Strategie	NC				
32	RED-070	Essential Reading Ski	NC				
33	RED-080	Intro to College Read	NC				
34	RED-090	Improved College Read	NC				
35	CIS-110	Introduction to Compu	N	0.00		2001SU	AU
36	ENG-111	Expository Writing	N	3.00		2001SU	A
37	BSP-C2000	Ahs	N		0.00	2002CE2	NG
38	BSP-200001	AHS	N	0.00		2002CE3	NG
39	MAT-110	Mathematical Measurem	D			2002FA	
40	CIS-110	Introduction to Compu	N	3.00		2002FA	A
41	BIO-111	General Biology I	W	0.00		2002FA	W
42	MAT-110	Mathematical Measurem	X			2003SP	
43	ENG-113	Literature-Based Rese	N	3.00		2003SP	A
44	MAT-110	Mathematical Measurem	X			2003SU	
45	BSP-200009	AHS	N	0.00		2003CE1	NG

Note that some courses shown are listed as “N” including lines 35-38. Course #35 (with a grade of “AU”) was audited, whereas Course #36 was completed successfully with a grade of “A”. Courses #37 and 38 are Basic Skills courses from 2002 and do not count towards the current degree. The student dropped (D) Course #39, and Course #40 was completed successfully with an “A”. The student withdrew (W) from Course #41. The student deleted Course #42 from their registration before the semester began (see the “X” under course stat). Courses #43 – 45 are much the same as those previously discussed. However, there are a few new examples on the last page of the student’s STAC seen here:



STAC - Student Academic Credits

Page 7 of 7

	Course Name	Title	Stat	Credits			
91	COM-140	Intro Intercultural C	X			2011SP	
92	COM-110	Introduction to Commu	X			2011SP	
93	MED-121	Medical Terminology I	W	0.00		2013FA	W
94	OST-131	Keyboarding	N	2.00		2013FA	A
95	OST-286	Professional Developm	N	3.00		2013FA	A
96	MED-122	Medical Terminology I	X			2013FA	
97	OST-134	Text Entry & Formatti	N			2013FA	
98	OST-148	Med Coding Billing &	N			2013FA	
99	MED-130	Admin Office Proc I	N			2014SP	
100	OST-149	Medical Legal Issues	N			2014SP	
101	OST-243	Med Office Simulation	N			2014SP	
102	MED-131	Admin Office Proc II	N			2014SP	
103	ENG-111	Expository Writing	N			2014SP	
104							
105							

Lines 93 – 98 represent the classes that the student has taken or is in the process of taking during the current term. You can see that some are completed and some are still in progress; some were deleted from their schedule prior to the start of the term (or first day of the semester). Lines 99-103 are the courses the student has registered to take next term. Should the student decide, prior to the start of the term, to not take one of these courses, the course would show a status of "X". Should the course be canceled, the Stat will change to a "C". Should the student attend the first day and then drop the class during drop/add week, they would receive a "D" as the Stat code.

Please refer to the previous chart with regards to how all the codes impact the third attempt rule. In addition, remember that sometimes students may think they have taken or are taking one class when, in fact, it is another. Utilizing STAC ensures that we have all the facts when advising students.

Student Course Registration (RGN) in Datatel

<u>It is HIGHLY recommended that, whenever possible, you have students register themselves through Go! This promotes student independence and makes them an active part of the process. If this is not at all possible then follow the directions below. Even if students can only register for some classes through Go! have them do so, then register them for the ones that they cannot register for on their own. This saves you time and paperwork and promotes independence and buy-in for the student.</u>

Shortlist Directions:

- Have student fill out Registration Form (See example, p. 84)
- Ensure student information is properly displayed in upper central/right information box
- Change search box in top left corner from person to form
- RGN
- Scroll to blank lines
- Enter year and term in the following format:
    - 2014sp, 2014su, 2014fa – etc.
- Space
- Course code (i.e., DMA, DRE, ENG, BIO)
- Space
- Course # (i.e., 010, 080, 111, 112)
- Enter
- Double click requested course section. (Example: 2014sp bio 165)
- Course will now be listed with others in the form
- Repeat process until all courses selected
- Save all
- Fill out information of all classes on the Registration Form (example p. 84)
- Both student & advisor need to sign the form.
- Print RGST for all students whom you register through Datatel

Video Instructions are available via the online advisor training

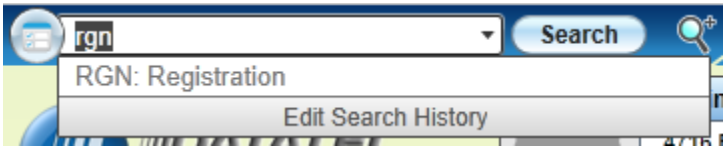
- Student Course Registration (RGN) in Datatel

Step-by-Step Screen Shots:

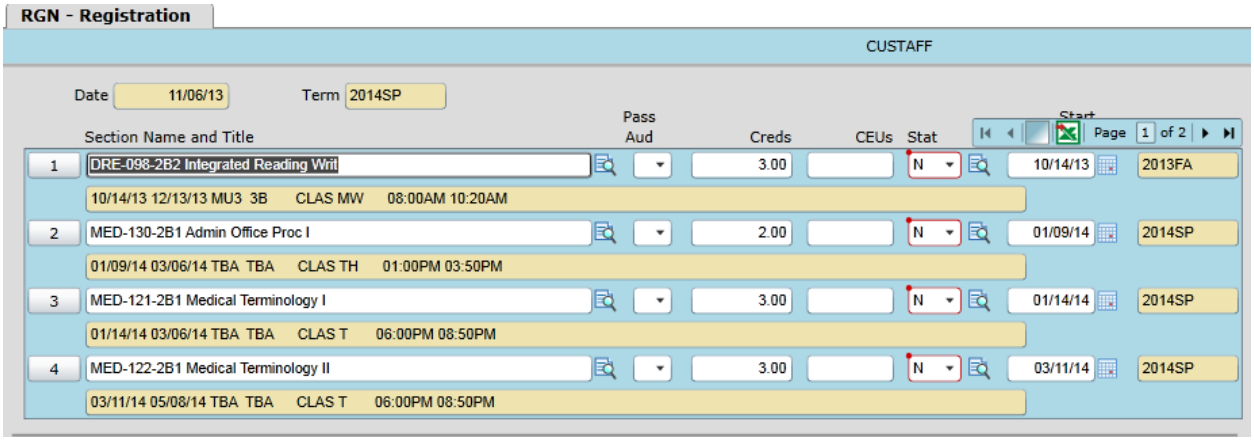
Step 1: Have Students Register Themselves for Classes Whenever Possible
It is HIGHLY recommended that, whenever possible, you have students register themselves through Go! This promotes student independence and makes them an active part of the process. If this is not at all possible then follow the directions below. Even if students can only register for some classes through Go! have them do so, then register them for the ones that they cannot register for on their own. This saves you time and paperwork and promotes independence and buy-in for the student.

Step 2: Registration Form After the student has completed at least the top portion of the Registration Form (see example, p. 84),

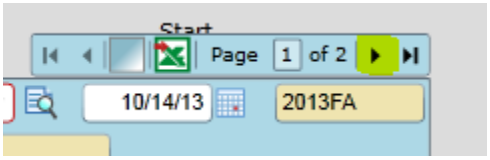
Step 3: Confirm Student & Run RGN Form Please ensure that you have brought up the right student and their information is accurately displayed at the top of the screen. Then change your search to FORM and search for RGN: Registration:



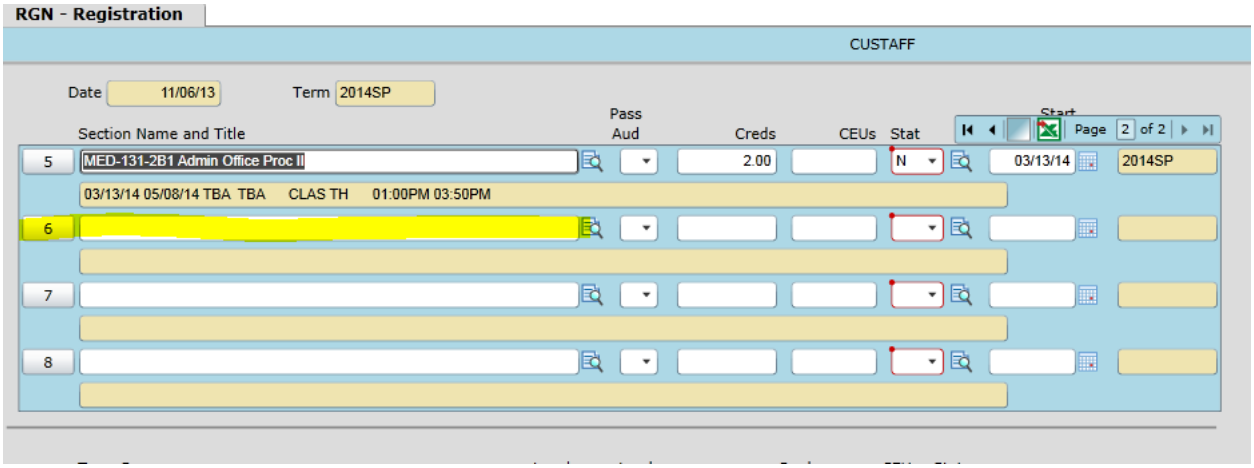
Step 4: Confirm Current Registration Once you have opened the RGN Form you will see a list of the classes for which the student is registered, either in the present term or the next semester.


RGN - Registration
CUSTAFF
Date 11/06/13
Term 2014SP
Section Name and Title
Pass Aud
Creds
CEUs
Stat
Start
Page 1 of 2
1 DRE-098-2B2 Integrated Reading Writ 3.00 N 10/14/13 2013FA
10/14/13 12/13/13 MU3 3B CLAS MW 08:00AM 10:20AM
2 MED-130-2B1 Admin Office Proc I 2.00 N 01/09/14 2014SP
01/09/14 03/06/14 TBA TBA CLAS TH 01:00PM 03:50PM
3 MED-121-2B1 Medical Terminology I 3.00 N 01/14/14 2014SP
01/14/14 03/06/14 TBA TBA CLAS T 06:00PM 08:50PM
4 MED-122-2B1 Medical Terminology II 3.00 N 03/11/14 2014SP
03/11/14 05/08/14 TBA TBA CLAS T 06:00PM 08:50PM

Step 5: Locate a Blank Line In order to register the student for an additional course, scroll to the next page using the arrows shown:



You will want to do this through as many pages as necessary until you come across a blank line:

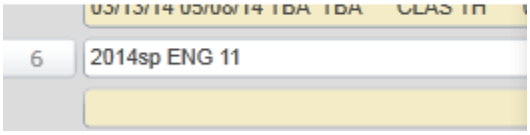


Step 6: Search for Course Once you have located this line, search for the course in which to register the student. To do this, utilize the following format for searching for courses.

Four Digit Year: 2014
Term Code: Spring = sp, Summer = sum, Fall = fa

SPACE
Course Code: (i.e. DMA, DRE, ENG, BIO)
SPACE
Course #: (i.e., 010, 080, 111, 112)

The following is an example of an English 111 class for Spring semester 2014:



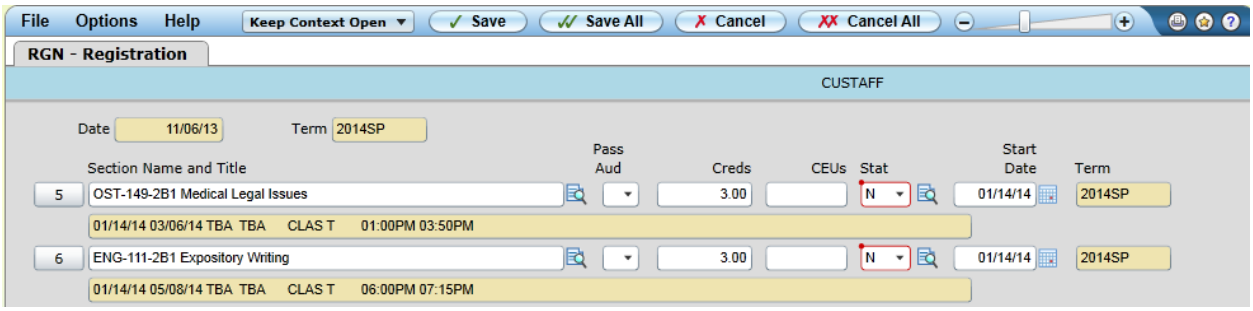
Step 7: Select Course Section You will then receive the results of your search; select the appropriate section of the course by double clicking on the section:

Search Results for: 2014sp ENG 111 (COURSE.SECTION.AVAILABILITY)
Filter: COURSE.SECTIONS
Select All
+ Add
1 - 8 of 18
1 Section: ENG-111-1W1 Title: Expository Writing Instructor: To be Announced
Term: 2014SP Status: Open Location: Polk
Days: Tuesday, Thursday Time: 08:45AM - 10:00AM Cap/Avail: 20/7
2 Section: ENG-111-1W2 Title: Expository Writing Instructor: To be Announced
Term: 2014SP Status: Open Location: Polk
Days: Tuesday, Thursday Time: 10:15AM - 11:30AM Cap/Avail: 20/17
3 Section: ENG-111-1W3 Title: Expository Writing Instructor: To be Announced
Term: 2014SP Status: Open Location: Polk
Days: Monday, Wednesday Time: 08:45AM - 10:00AM Cap/Avail: 20/18
4 Section: ENG-111-2B1 Title: Expository Writing Instructor: R. Brown
Term: 2014SP Status: Open Location: O C H
Days: Tuesday Time: 06:00PM - 07:15PM Cap/Avail: 20/12
5 Section: ENG-111-2B2 Title: Expository Writing Instructor: K. Kirby
Term: 2014SP Status: Open Location: O C H
Days: Saturday Time: 12:30PM - 03:20PM Cap/Avail: 20/16
6 Section: ENG-111-2B3 Title: Expository Writing Instructor: To be Announced
Term: 2014SP Status: Open Location: O C H
Days: Tuesday Time: 06:00PM - 08:50PM Cap/Avail: 20/19
7 Section: ENG-111-2B4 Title: Expository Writing Instructor: A. Miller
Term: 2014SP Status: Open Location: O C H
Days: Tuesday, Thursday Time: 09:30AM - 11:40AM Cap/Avail: 20/17
8 Section: ENG-111-2B5 Title: Expository Writing Instructor: M. Little
Term: 2014SP Status: Open Location: O C H
Days: Friday Time: 11:00AM - 12:15PM Cap/Avail: 20/20
0 selected
Select #:
Open
1 - 8 of 18

Additional options may be found on the next page by clicking the arrows in the upper or lower right. If the course you are looking for is not offered, you will see the following response to your inquiry:

If you see this, find another course option for the student. Once you have located the proper course, double click the course or check the box next to the section preferred and click open at the bottom of the screen. Once a course has been selected, it will appear on the RGN home screen in the list:

Step 8: Save Selected Schedule To add additional courses to the student's schedule, repeat the previous steps. Once you have added all of the classes needed, select "Save All" at the top of the screen:



Failure to click "Save All" will result in the student not being registered for their classes.

Step 9: Run RGST

If you register a student for classes through Datatel you MUST:

1. **Have a Registration Form Completed (see example, p. 84)**
2. **Click "Save All"**
3. **Run RGST and provide the student with a printed copy**

Creating a Registration Statement (RGST) in Datatel

Shortlist Directions:

- Complete registration in Datatel
- Form Search RGST
- Enter Student ID# into Students Line 1
- Save All
- Save All
- Save All
- Finish
- Export to PDF
- Portrait, Courier, Font Size 9.0
- Create PDF
- Print
- Landscape
- Print
- Give to Student

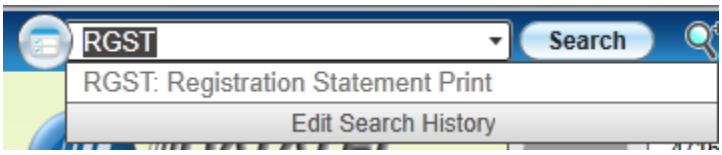
Video Instructions are available via the online advisor training

- Creating a Registration Statement (RGST) in Datatel

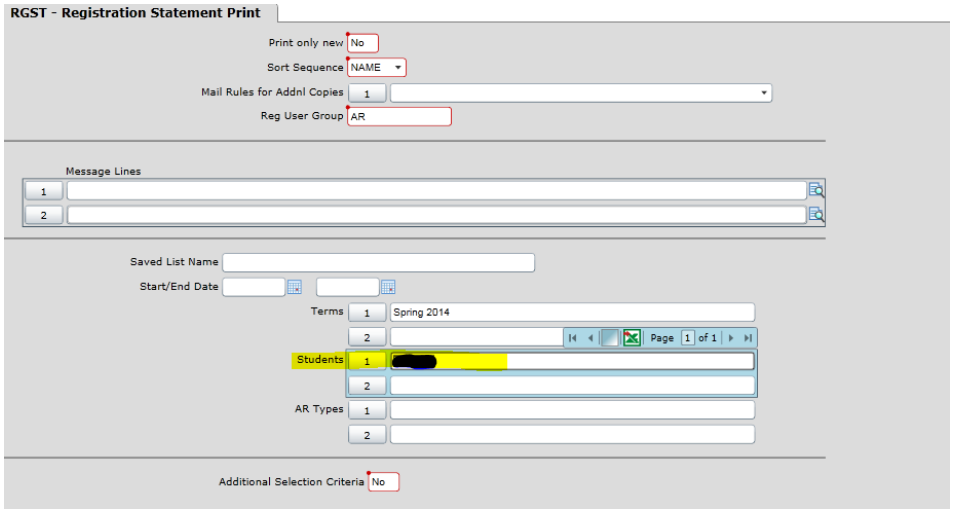
Step-by-Step Screen Shots:

Step 1: Complete RGN & Save ALL

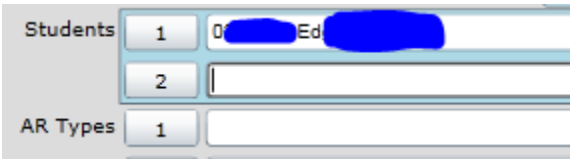
Step 2: Run RGST Form After you and the student have completed the Registration Form (see example on p.84) and you have completed the Registration (RGN) process, use the form search to search FORM and search for RGST (Registration Statement Print):



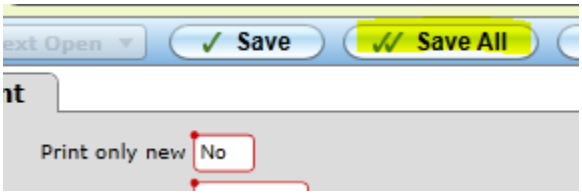
Step 3: Enter Student ID for RGST Enter the student's ID number into Student Line 1, Make sure the Term shows the semester for which you registered the student. You can enter multiple semesters if needed: 2014SU, 2014 FA, etc.:



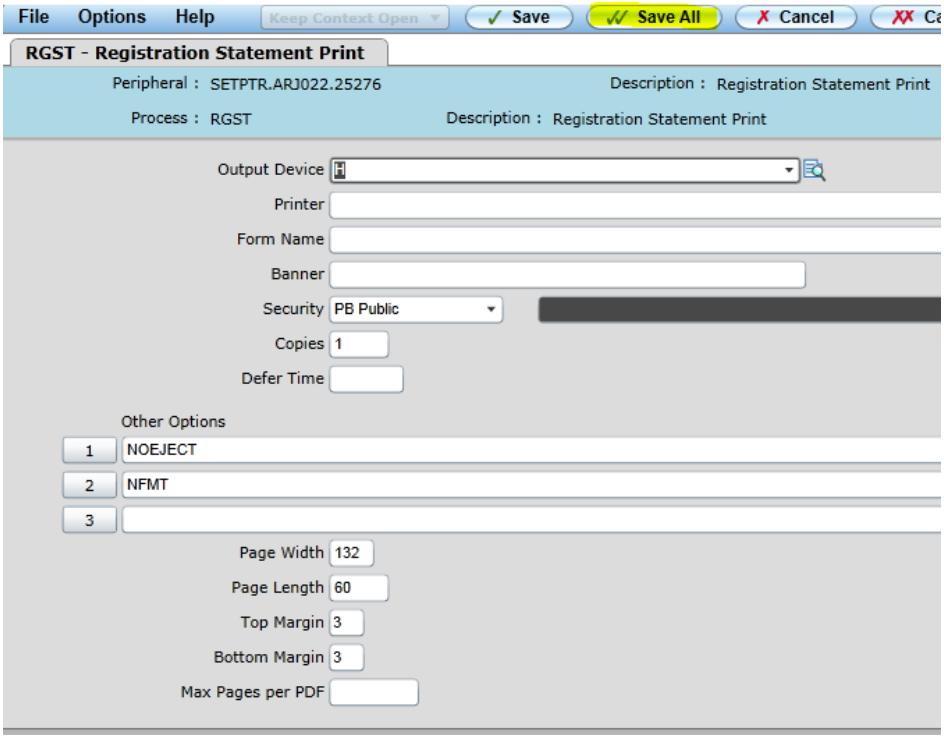
Once you have entered the student's ID # correctly their name will also populate this box. Ensure the name/ID matches your advisee.



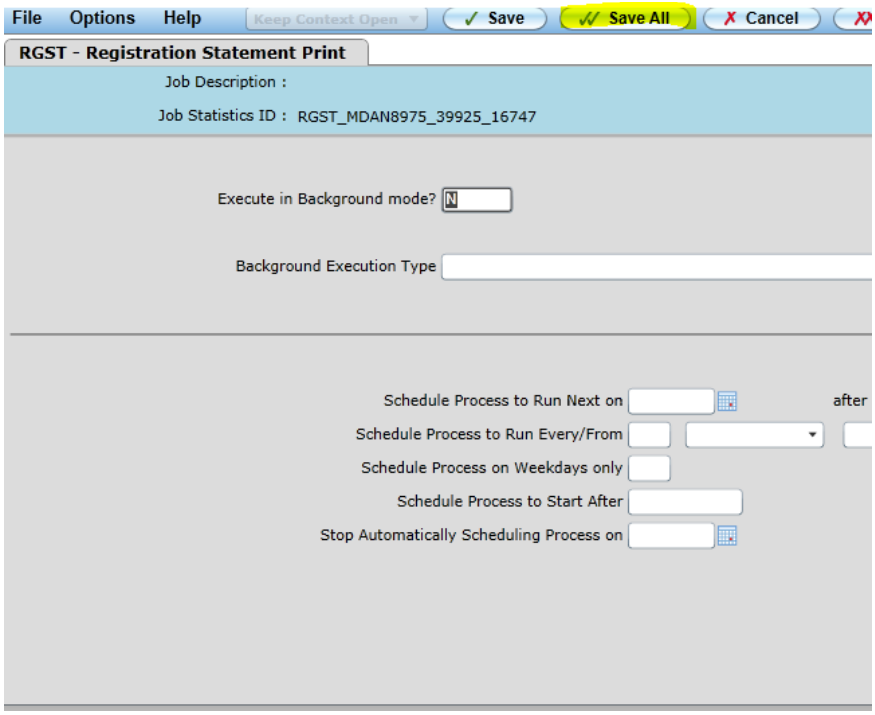
Step 4: Confirm RGST Run Click "Save All":



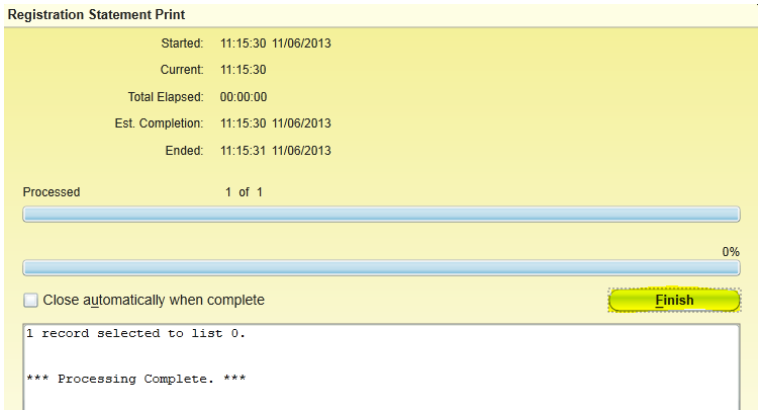
You will then see this screen. Click “Save All” :



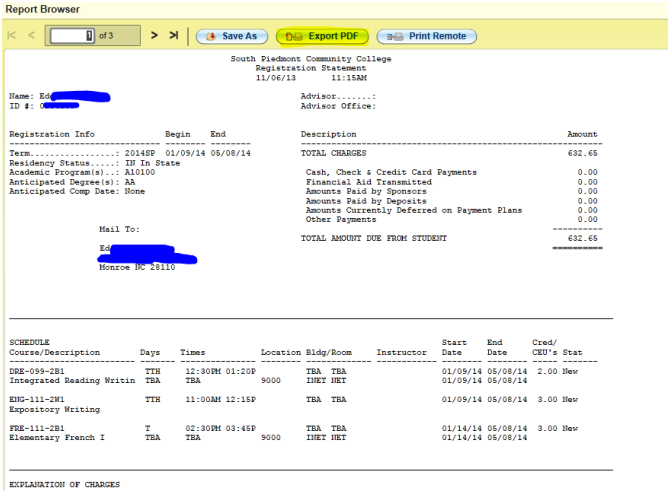
You will see this screen. Click “Save All”:



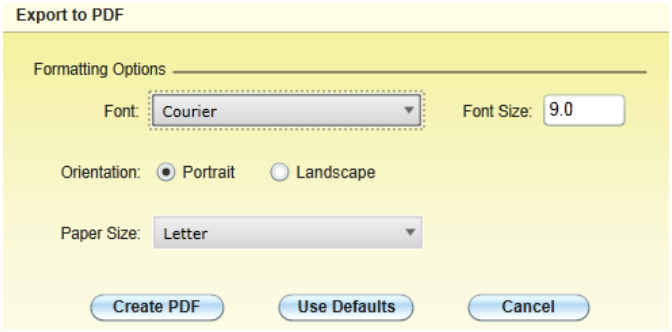
Click "Finish" when processing is complete. You can also choose to have the report screen close automatically when complete and move straight to the registration statement. To do this, check the box beside "Close Automatically when Complete."



Step 5: Export RGST You will then be able to see the report. Click "Export to PDF" if you want the report


Report Browser
of 3
Save As
Export PDF
Print Remote
South Piedmont Community College
Registration Statement
11/06/13 11:15AM
Name: Ed
ID #: 0
Advisor.....:
Advisor Office:
Registration Info Begin End
Term.....: 2014SP 01/09/14 05/08/14
Residency Status.....: IN In State
Academic Program(s)..: AL0100
Anticipated Degree(s): AA
Anticipated Comp Date: None
Mail To:
Ed
Monroe NC 28110
Description Amount
TOTAL CHARGES 632.65
Cash, Check & Credit Card Payments 0.00
Financial Aid Transmitted 0.00
Amounts Paid by Sponsors 0.00
Amounts Paid by Deposits 0.00
Amounts Currently Deferred on Payment Plans 0.00
Other Payments 0.00
TOTAL AMOUNT DUE FROM STUDENT 632.65
SCHEDULE
Course/Description Days Times Location Bldg/Room Instructor Start Date End Date Cred/ CEU's Stat
DRE-099-ZB1 TTH 12:30PM 01:20P TBA TBA 01/09/14 05/08/14 2.00 New
Integrated Reading Writin TBA TBA 9000 IHET HET 01/09/14 05/08/14
ENG-111-ZW1 TTH 11:00AM 12:15P TBA TBA 01/09/14 05/08/14 3.00 New
Expository Writing
FRE-111-ZB1 T 02:30PM 03:45P TBA TBA 01/14/14 05/08/14 3.00 New
Elementary French I TBA TBA 9000 IHET HET 01/14/14 05/08/14
EXPLANATION OF CHARGES

When exporting to PDF use the following settings:



Once you have the PDF, print it using the portrait orientation and provide it to the student prior to the end of the advising session.

Step 6: Print RGST & Give to Student

Proposed Student Program(PSPR) Change in Datatel

This screen is used when/if a student wishes to see what credits would transfer if they changed programs.

Shortlist Directions:

- Confirm correct student information
- Form Search PSPR
- Enter proposed new student program of study (i.e., A10100)
- OK
- Select most recent catalog (previous catalogs are not an option)
- Click Eval in lower left corner
- Save All
- Examine new program EVAL
- Export to PDF
- Courier, size 9, Landscape
- Create PDF
- Print
- Landscape

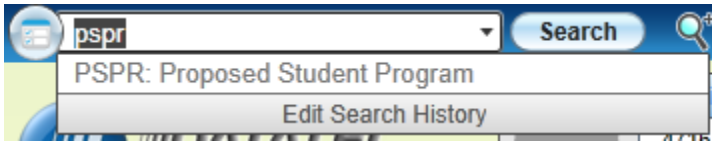
Video Instructions are available via the online advisor training

- Proposed Student Program (PSPR) Change in Datatel

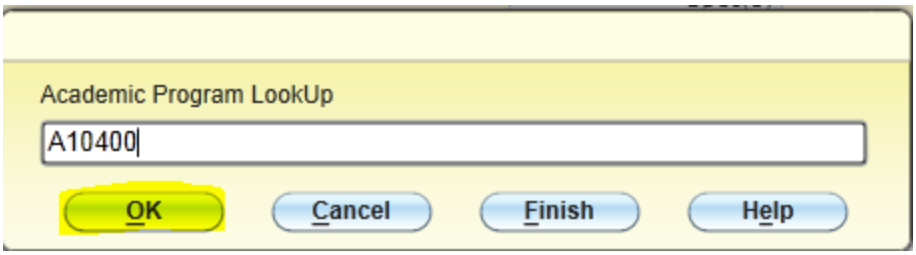
Step-by-Step Screen Shots:

Step 1: Confirm Student To begin, ensure that you have brought up the right student and their information is accurately displayed at the top of the screen.

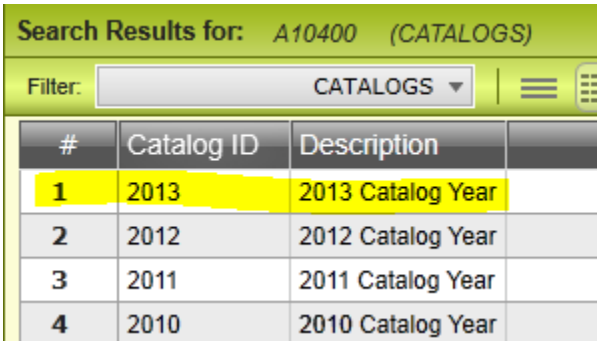
Step 2: Run PSPR Form Then change your search to FORM and search for PSPR (Proposed Student Program):



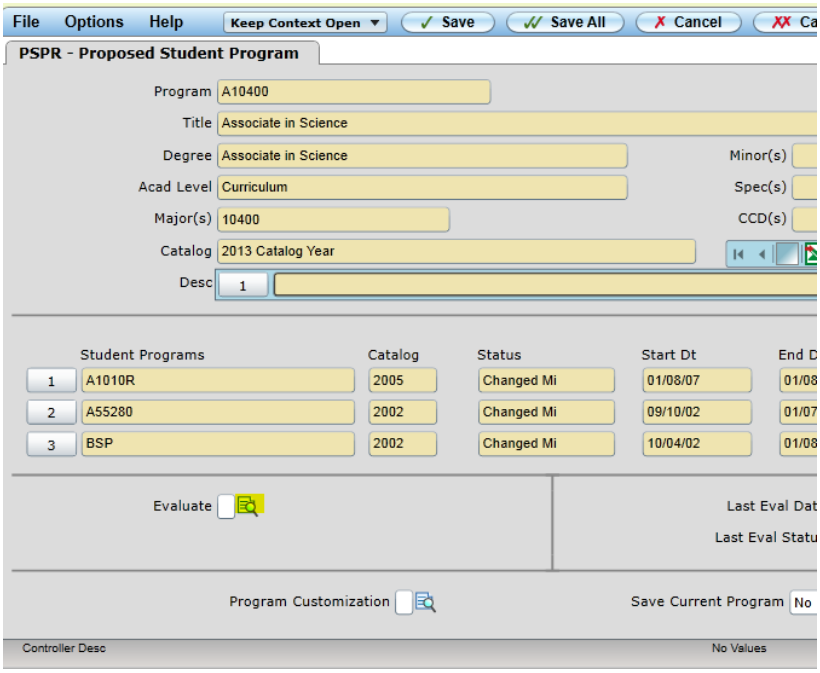
Step 3: Enter Student's Potential New Program of Study The system will then prompt you to enter the proposed new program of study for the student. Enter the new program's code, such as the Associate in Science (see below) and click OK:



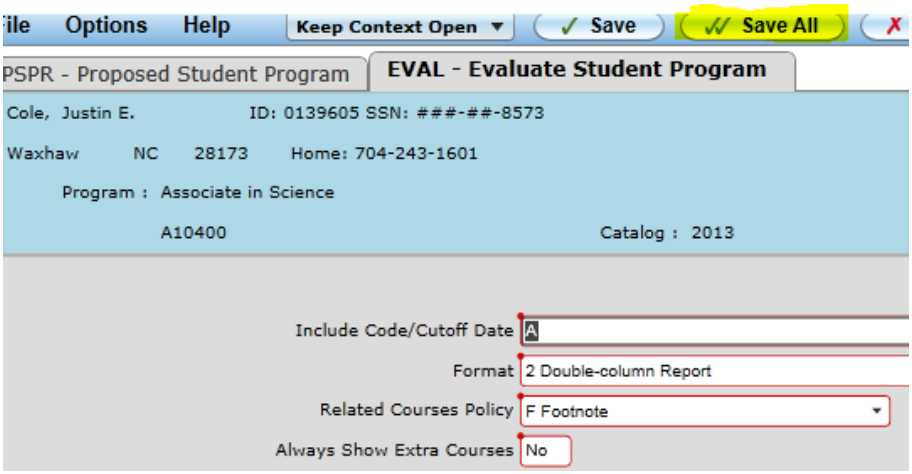
Step 4: Select Current Catalog Year The following will then appear. Select the most current catalog. This is not optional – students wishing to change programs must enter into the most current version of the program.


Search Results for: A10400 (CATALOGS)
Filter: CATALOGS
Catalog ID Description
1 2013 2013 Catalog Year
2 2012 2012 Catalog Year
3 2011 2011 Catalog Year
4 2010 2010 Catalog Year

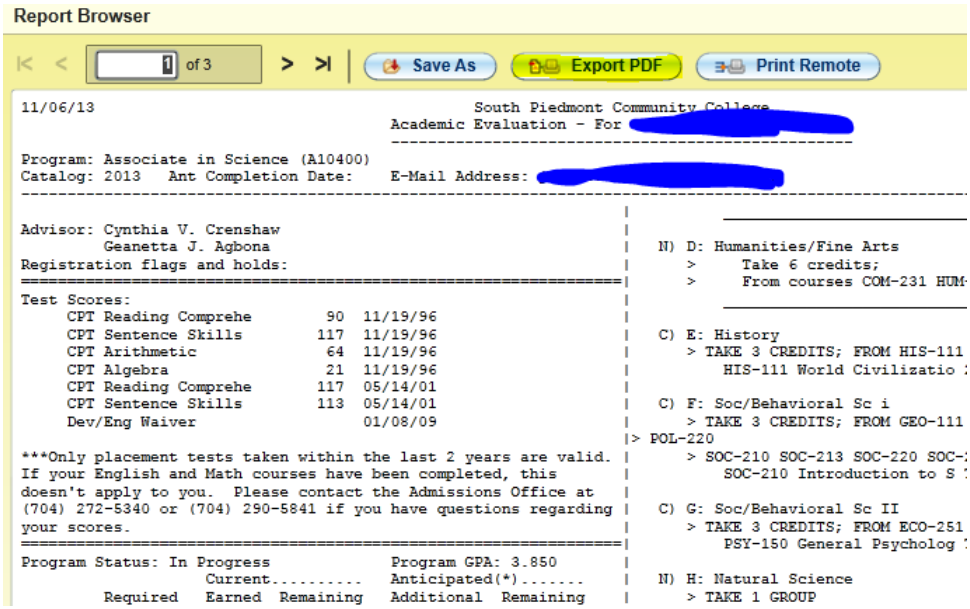
Step 5: Select Evaluate Once you have selected the catalog year, you will be presented with the following. Click on the magnifying glass next to Evaluate:



Step 5: Open Projected Program EVAL EVAL will appear in an additional tab. Click "Save All" to run the revised program evaluation.



You will then see EVAL. Confirm that the information t the top of the EVAL now reflects the new program of study – such as the Associate in Science degree (see example).


Report Browser
1 of 3
Save As
Export PDF
Print Remote
11/06/13
South Piedmont Community College
Academic Evaluation - For [redacted]
Program: Associate in Science (A10400)
Catalog: 2013 Ant Completion Date: E-Mail Address: [redacted]
Advisor: Cynthia V. Crenshaw
Geanetta J. Agbona
Registration flags and holds:
Test Scores:
CPT Reading Comprehe 90 11/19/96
CPT Sentence Skills 117 11/19/96
CPT Arithmetic 64 11/19/96
CPT Algebra 21 11/19/96
CPT Reading Comprehe 117 05/14/01
CPT Sentence Skills 113 05/14/01
Dev/Eng Waiver 01/08/09
***Only placement tests taken within the last 2 years are valid.
If your English and Math courses have been completed, this
doesn't apply to you. Please contact the Admissions Office at
(704) 272-5340 or (704) 290-5841 if you have questions regarding
your scores.
Program Status: In Progress
Program GPA: 3.850
Current.....
Anticipated(*).....
Required Earned Remaining Additional Remaining
N) D: Humanities/Fine Arts
> Take 6 credits;
> From courses COM-231 HUM
C) E: History
> TAKE 3 CREDITS; FROM HIS-111
HIS-111 World Civilizatio
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> TAKE 3 CREDITS; FROM GEO-111
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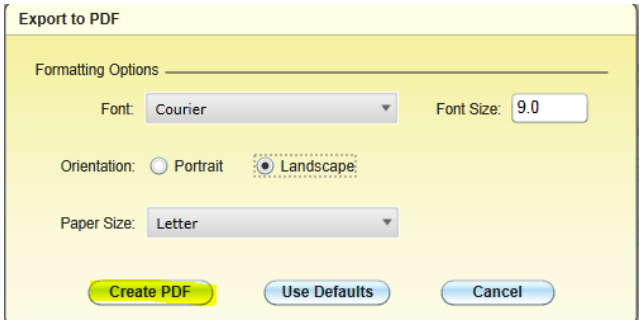
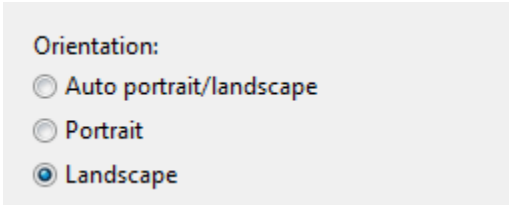
C) G: Soc/Behavioral Sc II
> TAKE 3 CREDITS; FROM ECO-251
PSY-150 General Psycholog
N) H: Natural Science
> TAKE 1 GROUP

Step 6: Export to PDF Make sure your settings are as follows. Click create PDF:



Step 7: Print PDF To print the PDF, use the landscape orientation. This information is not saved in the system, but rather is designed to serve as an opportunity to see what other programs could look like in terms of course requirements and projected completion timelines for students. You can provide this to the student, but let them know that these are all contingent upon the most recent College Catalog and may not reflect developmental course requirements. You may even want to write "prospective program" at the top of the evaluation, when presenting this to the student, to minimize confusion.



COLLEGE KNOWLEDGE A TO Z

College Knowledge A to Z

1 + 1 Programs – Programs that require students to enter and successfully complete a Diploma before entering into an Associate Degree are considered 1 + 1 programs. Requirements for all these programs are available on the SPCC website. For information beyond what is available on the website please have students contact program specific advisor(s).

Academic Support Center -The SPCC Virtual Academic Support Center is an interactive, online learning assistance platform that seeks to serve students, faculty and staff by providing convenient, anytime access to learning support opportunities in a nurturing environment that promote academic success, while supporting the College mission of learning, student success, and workforce and community development. Tutors are available for students in a variety of areas.

Locations and Contact Information:

Ashley E. Richardson Academic Support Center (Old Charlotte Highway Campus)
Building A, Room 155
Phone: 704-290-5239

L.L. Polk Academic Support Center (L. L. Polk Campus)
Martin Technology Complex, Room 207
Phone: 704-272-5440

Email: askasc@spcc.edu
More Information: http://www.spcc.edu/future-students/academic-support/744-asc-home.html

Advisor – An individual who is a part of a larger system designed to ensure students have the knowledge and skills necessary to successfully navigate higher education from enrollment, through matriculation, to graduation. They are present to help develop the students' abilities to be self-aware and develop critical thinking and decision making skills as they apply to their individual academic program. At SPCC academic advisors are faculty.

Articulation Agreements – South Piedmont Community College has partnered with four-year colleges and universities by forming articulation agreements to help students transition to four-year schools. An articulation agreement is an officially approved document that matches coursework between schools. These are designed to help students when transferring from SPCC to a four-year institution. *Students are encouraged to research specific programs at their school of choice.*

Comprehensive Articulation Agreement
The CAA between the University of North Carolina System and the North Carolina Community

College System provides that those with degrees from SPCC's Associate in Arts and Associate in Science programs can transfer up to 64 credit hours to any institution in the UNC system. Those schools are listed here.

Independent Comprehensive Articulation Agreement

The Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Independent Colleges and Universities (NCICU) and the North Carolina Community College System (NCCCS) is intended to provide smooth transfer for community college students who wish to continue their education at an NCICU institution listed below. The agreement establishes a general education core that substitutes for the general education core of the NCICU college or university.

For more information, including programs, click here.

Auditing a Course - A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned.

Enrollment in a course for credit cannot be changed to audit after the Drop/Add period. The participation of auditors in class discussions or examinations is optional with the instructor. You are expected to pay regular tuition and fees for audited courses. Federal regulations will not allow you to receive financial aid for courses being audited. Students must meet all course pre/co-reqs as well.

Bookstore – SPCC's bookstore offers textbooks, school supplies and various logo items. Buy-back and rental options available. Books may be purchased on campus or online.

Locations and Contact Information:

L.L. Polk Campus
Martin Student Center
Phone: 704-272-5376

Old Charlotte Highway Campus
Building B
Phone: 704-290-5848

More Information: http://www.spcc.edu/future-students/9-bookstore.html

Business Office – SPCC's Business Office handles student accounts and payment for courses. Payment plans are available (NelNet) as well as sponsorship services for students whose tuition is paid by an employer or agency. A current list of tuition and fees is available here, as well as a net price calculator tool and information about 1098-T forms.

Locations and Contact Information:

L.L. Polk Campus
Garibaldi Building
Phone 704-272-5348 ,704-272-5358, or 704-272-5355

Old Charlotte Highway Campus
Building B
Phone 704-290-5849

More Information: http://www.spcc.edu/future-students/10-business-office.html

Career Services – Career Services provides career counseling, exploration, job search and preparation services for students and graduates of South Piedmont Community College. Services include:

- Individual career counseling to aid students in their career planning and educational decision making
- Insightful career assessments to help you discover and understand interests, values and personality and to aid the career exploration process
- Career workshops and assistance with cover letter and résumé writing, job searching skills, networking and more!
- Physical career libraries and computers on both campuses for career exploration - Check out our **Virtual Career Library!**
- Other helpful career related links providing population specific career related information

For more information contact Eric Skeen, Counselor, 704-290-5846, or Tracie Boone, Counselor, 704-272-5345 CareerServices@spcc.edu
http://www.spcc.edu/student-resources/966-career-services.html

Clubs & Organizations **-** Student clubs and organizations are the cornerstone of quality student life programs and events. Clubs and organizations allow students to fellowship with others of like interests and benefit from the diversity and talent within each club. There are 20 different clubs and organizations to choose from. The Student Government Association has authorized the clubs and organizations listed at www.spcc.edu to be an active part of student life at South Piedmont Community College. Students wishing to start a new club are encouraged to seek advice from the Student Activities Coordinator, Shawna Loftis and follow the guidelines listed in the Club and Student Organization Handbook.

Requirements for recognition as a club are as follows:

- Minimum of 5 South Piedmont Community College student members
- South Piedmont Community College faculty or staff advisor
- Copy of the club constitution or bylaws
- An active membership roster
- Completion of the Club and Organization Registration Form

Minimum club requirements once established:

• Submit a monthly report to Student Government with detailed descriptions of all club activities, meetings, etc.
• Complete 15 approved community service hours per semester, 30 service hours annually

For more information: http://www.spcc.edu/student-resources/student-life/353-clubs-and-organizations.html

College-Level Examination Program (CLEP) Credit - SPCC can evaluate College Level Examination Program (CLEP) exam scores for SPCC college credit. Test scores must meet or exceed the American Council on Education (ACE) recommendations for the awarding of credit.

Credit must be applicable to a declared SPCC degree and must be supported by official test score reports to be considered for transfer credit.

The CLEP score on each subject area will determine the number of SPCC college credits.

More Information: http://www.spcc.edu/student-resources/credit-for-high-school-courses/1046-clep.html

College Transfer Programs – The **College Transfer Programs** are designed to parallel the freshman and sophomore years of a four-year college or university. During the first four years of college, students take a program of general course work in the areas of humanities, fine arts, mathematics, science, and social and behavioral science. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. Students may attend full time or part time during the day or evening. Classes are also available online.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the state's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must meet the transfer university's foreign language and/or health and physical education requirements, if any, prior to or after transfer to the senior institution.

NOTE: Three semester hours credit (SHC) in speech/communications may be substituted for three SHC in humanities/fine arts but not for the literature requirement.

Associate in Arts degree page
Associate in Science degree page
Click here to view the SPCC catalog

Cooperative Education (Co-op) – Cooperative Education (Co-op) is a course that integrates classroom learning with practical work experience in a work setting related to the students' program of study. The objective of cooperative education is to expand the student's learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learning in the classroom. Students will work under a structured learning plan under the guidance of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. Students normally will be eligible to register for cooperative education as outlined in the curriculum map of their program of study. A student's co-op faculty coordinator (generally the academic advisor) will help plan the co-op experience.

To be eligible to participate in a cooperative education course, students must meet the following minimum requirements:

- Be enrolled in a curriculum program at SPCC
- Be within one or two semesters of degree completion
- Have and maintain a GPA of 2.0 or higher
- Have the approval of their co-op faculty coordinator and the Coordinator of Cooperative Education

In some cases, students may be permitted to use their current job for co-op. Such employment must meet all co-op criteria as determined by the Coordinator of Cooperative Education.

In the event that student behavior is not consistent with sound work practices and/or safety essential to the cooperative education position, student's co-op faculty coordinator, their on-site supervisor, or the Coordinator of Cooperative Education may remove the student from their co-op site immediately. Students would then be referred to the Vice President of Student Services or Dean of Student Development for discussion of options.

Corequisite Courses – A corequisite class is a class that must be taken simultaneously with another class. If a student withdraws from a corequisite class, they must also withdraw from the class requiring the corequisite.

Counseling – Counseling provides an opportunity for individuals – with the assistance of their college counselor – to overcome barriers to their success, discover new ways of interacting with others, recover from personal tragedies or from alcohol and substance abuse, and ultimately reach their academic and life goals. Academic/personal counseling, career counseling, and disability services are available. Note: Personal counseling may be referred to local mental health facilities based on the intensity of the student's need.

Locations and Contact Information:

L.L. Polk Campus
Garibaldi Building, Room 263
Phone: 704-272-5345

Old Charlotte Highway Campus

Building B – Student Services Area, Room 135
Phone: 704-290-5844 or 704-290-5846

Email: counselors@spcc.edu
More Information: http://www.spcc.edu/future-students/14-counseling.html

Counselor – A credentialed professional who is on campus to help students mitigate personal and social barriers which can hinder/improve their career choice and learning experience as it applies to their personal wellbeing.

Course Expiration Dates – Students are encouraged to move through their program of study in a timely manner. Part of the reason for this encouragement is that courses can expire; the student may then need to repeat the course or file an appeal to have the courses still count towards graduation. Expiration dates are as follows:

- Developmental Courses — Expire in 3 years
- Computer Information Systems — Expire in 3 years
- Technical/Vocational/Major Courses — Expire in 5 years
- General Education Courses — Expire in 10 years
-

Students seeking to appeal course expirations should see Student Records/Registrar.

Course Substitution – Students may request to substitute an equal or higher-level course required in their program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses listed unter "Major Hours- Core Courses" in the Programs of Study section of the College Catalog. All substitutions must be approved by the advisor and the appropriate dean/associate dean.

No course substitutions will be accepted if the student has not completed SPCC's prerequisite and/or co-requisite for the required course.

A maximum of five courses may be credited for any associate degree through course substitution, three courses for diploma, and one for certificate.

Effective fall semester of 2007, no course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for the student's program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if score are older than two years.

Curriculum Maps – Curriculum maps are designed to provide a quick and clear visualization of what classes are required for all students seeking a particular major. Courses which may need to be added to the curriculum maps can include developmental English or math courses. It is up to the advisor and the student to ensure that these courses are a taken if necessary based on CPT

scores. Curriculum maps are available on the SPCC website and will soon be available through a link on the advising website.

Disability Services **–** The Disability Services Office provides students with the services required to ensure their experience at South Piedmont Community College is beneficial and enjoyable. The following is a guide to students' rights, responsibilities, and procedures for obtaining and using the services of the Disability Services Office at SPCC.

Student Rights

1. Students have the right to confidentiality.
2. Students have the right to equal access to programs, classes and facilities.
3. Students have the right to have reasonable accommodations provided.
4. Students have the same rights granted to every student at South Piedmont Community College.

Student Responsibilities

1. Students must disclose their disability to receive services.
2. Students must provide up-to-date documentation of their disability from a qualified provider that shows their current level of functioning. (See Disability Services Documentation Guidelines) link to provided PDF
3. Students must request specific accommodations.
4. Students must meet with the counselor when appointments are scheduled.
5. Students must pick up, complete, and return any DSO paperwork at the beginning of each term to activate services during each semester.
   Students must comply with all policies, codes and regulations of South Piedmont Community College.

How does a Student Get Accommodations?

- Students' first step is to identify themselves to the Disability Services Office as a student with a disability and request specific accommodations. "Accommodations" include a range of services, equipment and modifications designed to allow students equal access to the college. They vary according to the disability and include such things as using a tape recorder in class, having extended time on tests, papers or projects, and making classrooms wheelchair accessible.
- Students' next step is to obtain documentation of their disability and provide this documentation to the Disability Services Office. A Disability Services Guideline Form is available to help students in obtaining appropriate documentation. Acceptable documentation of disability includes medical reports; psychological evaluations; psycho-educational evaluations; records from Division of Services for the Blind, Services for the Deaf and Hard of Hearing, Vocational Rehabilitation; and in some cases, a physician's statement. While this list is not totally inclusive, it should serve to set the parameters for accepted documentation. The Accommodations Checklist is developed based on their documentation and their discussion with the counselor for Disability Services.
- These first steps should be taken AT LEAST THREE WEEKS prior to registration. Testing accommodations for the Placement Test are available by appointment, provided the students has submitted the documentation to substantiate the

accommodations request prior to testing. Therefore, it is extremely important to make contact with the Disability Services Office as soon as the student has decided to become a South Piedmont Community College student.

- Remember that before students can register for classes, they must also apply to the college for admission, provide transcripts, take the College Placement Test, attend orientation, and apply for financial aid, if needed. Financial aid takes at least 6 weeks to process.

Accommodation examples:

- Adaptive equipment such as tape recorders and a closed-circuit viewer to magnify printed materials are available on loan from the Disability Services Office
- Sign language: interpreters for hearing impaired students can be provided in the classroom and at any event held on campus. Generally, a minimum two-week notice is required to ensure availability of an interpreter.
- Testing: Test proctoring must be scheduled with the testing center. The Disability Services Office proctors only those tests which cannot be scheduled with the testing center.
- Other typical accommodations: Extended time for testing; use of a tape recorder, spell checker or calculator; reader or note taking services.

Forms and Information

- Disability Services Documentation Guidelines
- Release of information form
- Difference between high school and college for students with disabilities
- Student Disability Information form:
    - To work with a Disability Services Provider on the Old Charlotte Highway Campus, Monroe, download this form.
    - To work with a Disability Services Provider on the L.L. Polk Campus, Polkton, download this form.
- **Documentation requirements:** The following forms detail what documentation is needed for each disability.
    - Math Disabilities (Dyscalculia)
    - Panic Disorder
    - Psychiatric Disabilities/Psychological Disabilities
    - Reading Disabilities (Dyslexia)

Double Majors - Students are not eligible to receive financial aid for more than one program of study at a time. Students are generally not allowed to "double major".

Drops/Adds – Course drops and/or adds are allowed during specified times listed in the Class Schedule and SPCC catalog each semester. Drops and adds are allowed through Go! but can also be completed by advisors or counselors. Drop/Add forms must be submitted to Student Records if not completed through student's Go! account. Additional tuition charges or refunds may be due - contact the Business Office for more details. Drop requests received after the final date to drop will be treated as a request for withdrawal.

Enrollment/Degree Verification – South Piedmont Community College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at:
Web: www.degreeverify.org
Mail: National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171
For more information, call the Registrar at 704-272-5337.

Family Educational Rights and Privacy Act (FERPA) – Information a student shares with their advisor is confidential. This includes information on class schedules, grades, plans to change majors and any other information shared during formal and informal advising sessions. It is your responsibility as the advisor to maintain the confidentiality of the student in association with FERPA.If a student wishes others to have access to their personal information they will need to provide the College with written permission to do so. To submit written permission, complete, print and sign a FERPA Release Form. If you are approached by someone, other than the student, and asked about confidential student information please refer them to Student Services for assistance. For example, if a parent or partner wants to discuss a student's grades and/or help set up a schedule for the student for the next semester and the student is not there please refer them to Student Services to verify that there is a FERPA release on file for that person. This is to protect you and most importantly our student's right to anonymity here at SPCC in accordance with FERPA.

For more information regarding the Family Educational Rights and Privacy Act, which governs the handling and confidentiality of student records, you may want to consult the U.S. Government's Web page on this subject, at
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Financial Aid (General Information) – All students are encouraged to complete the Free Application of Federal Student Aid (FAFSA) application each year after completion of their tax returns. Students may complete the FAFSA online at www.fafsa.gov. The Office of Financial Aid and Veterans Affairs also accepts appointments for assistance in completion of the FAFSA and sponsors FAFSA day on a Saturday in February each year (dates and times for this event will be available on the website). Completing the FAFSA applies the student for all Federal and State grants. Many scholarships have a requirement of completion of the FAFSA as well as the application and/or essay.

Scholarships are also available for students to apply for online.
(http://spcc.starsscholarshipsonline.com/stars/) Student will use the same information to log into STARS that they use when logging in GO! The College Foundation of North Carolina (CFNC) also has great scholarship opportunities for students. Students may apply online at www.cfnc.org for any scholarships or Forgivable Education Loans for Service (FELS) for which they qualify.

Locations and Contact Information:

L.L. Polk Campus

Garabaldi Building – Student Services Area

Old Charlotte Highway Campus
Building B – Student Services Area

Information Line: 704-272-5391
Email: finaid@spcc.edu
More Information: http://www.spcc.edu/future-students/15-financial-aid.html

Financial Aid & Course Eligibility - Financial Aid cannot pay for courses that are not required for graduation from the student's active program of study. If you are planning to complete a course substitution, for a student you need to do so immediately after the student registers for the course. The student will need to see Admissions and Financial Aid if their program of study needs to be updated. Financial Aid cannot be used for a class that the student previously passed with a D or better.

General Education Courses – A group of courses which are designed to provide students the opportunity to cultivate themselves as a person through communication and culture. These will help them further utilize the skills learned in their major specific courses.

Gmail - South Piedmont Community College provides students with an e-mail account through Google e-mail, also known as Gmail. Gmail accounts will be the primary tool for instructors and staff to communicate with students regarding important announcements and official College business. Therefore, students should access their Gmail account regularly so important information and/or dates are not missed. Usernames are assigned from the first letter of students' first names, the first three letters of their last name and the last four digits of their student ID. This is the same naming convention as Go! or Moodle. Their email address is username@students.spcc.edu. Students will be assigned a temporary password and must change their password after initial log-in and every 90 days thereafter.

Gmail is accessible through this link: http://partnerpage.google.com/students.spcc.edu . Instructions for setting up the student's Gmail account may be found on the SPCC website at www.spcc.edu. If students have questions or need assistance with Gmail, they should contact the IT Department at 704.272.5320 or support@spcc.edu

Go! Portal – Students can access a variety of useful information through the SPCC Go! Portal. This information includes personal financial aid information, the student's current schedule, and students are able to register for, add, and drop classes through Go!

To sign in students need to go to http://go.spcc.edu or look for the go logo on the SPCC website. Usernames are assigned from the first letter of the students' first name, the first three letters of their last name and the last four digits of their student ID. This is the same naming convention as Gmail or Moodle. Students will be assigned a temporary password and will have to change their password after initial log-in and every 90 days thereafter.

If students have questions or need assistance with Go! they should contact the IT Department at 704.272.5320 or support@spcc.edu. SPCC also offers Go! labs where students can learn to use go.spcc.edu in a 1-hour training session. Contact a counselor or see their website for the Go! labs schedule.

Grade Appeal – Any student who believes that an instructor has unfairly assigned a final course grade may pursue a grade appeal. If the processes set forth are not followed, the student forfeits their right to appeal the final course grade. These processes are outlined in the College Catalog.

Graduation Requirements - Program and graduation requirements are based on the catalog year that the student entered the program. For specific information, see the College Catalog.

Health Program Admissions Requirements- If a student is seeking admission into an SPCC health program, they will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which the student seeks admission. These booklets may be found in the offices of Enrollment Services in the Student Services Division of SPCC or on the website at www.spcc.edu

Human Resource Development – The HRD department at SPCC offers short courses (two weeks in length, on average) in a wide range of areas, including computer courses, career readiness, resume building, introduction to allied health fields, introduction to manufacturing fields, and money smarts. Offers Career Readiness Certificate testing for employment purposes,

Location and Contact Information

Lockhart-Taylor Center
Phone 704-272-5460
Email: kphifer@spcc.edu

Old Charlotte Highway Campus – Building A
Phone 704-290-5216

More Information: http://www.spcc.edu/cce/hrd/

Independent Study – An independent study is a class offered without any regularly scheduled conventional classroom or lab session. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conference, schedule modification, etc. are not available. Generally, independent study courses are used when students have an immediate need for a course in order to fulfill their graduation requirements. Independent study classes are rare and must have the approval of the appropriate dean and vice president prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in the student's program of study.

The classes are schedule with the faculty member of the course. During the semester, the faculty member will meet with the student face-to-face a minimum of 16 hours to discuss/assess their progress toward meeting the course learning outcomes and for conducting the course assessment process. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above the following requirements apply to students receiving Veterans benefits and/or financial aid:

- Students must meet with the South Piedmont Community College Financial Aid Officer
- Students must meet face-to-face with the instructor a minimum of 16 hours during the semester.
- Students must need the course in order to graduate on time.

Library Services – Beyond the obvious "help me check out a book" resources, the Carpenter and Horne libraries assist students with learning how to use Moodle and NC Live, as well as assistance with conducting proper research for class assignments. Quiet places to study are available, as well as computers for access to SPCC classes or internet resources and other technology needed in the classroom.

Locations and Information:

L.L. Polk Campus (Horne Library)
Phone 704-272-5398

Old Charlotte Highway Campus (Carpenter Library – Building B)
Phone 704-290-5851

Email: library@spcc.edu
More Information: http://www.spcc.edu/future-students/libraries/

Military Students - Veterans, active members of the military, members of the National Guard or reserves, their spouses and dependent children are eligible to take advantage of federal education benefits provided through the U.S. Department of Veterans Affairs.

Application Procedures and Requirements:
Students wishing to utilize their VA benefits must complete an application for VA benefits. The application can be done on-line at www.gibill.va.gov. Students are encouraged to apply at least 8-10 weeks prior to registration for the semester they intend to enter college. Students must also possess a high school diploma or GED and be enrolled in a specific curriculum program in order to receive VA benefits.

All admissions requirements must be met before the enrollment certification can be processed for VA benefits. All previous college work must be received and evaluated by the registrar. Certain other requirements may also apply. Please contact one of the Veterans' Certifying Officials to inquire about course restrictions and other information.

Veterans' Certifying Officials
Emily Jarrell, Assistant Director, Financial Aid and Veterans Affairs, 704-272-5326
John Ratliff, Dean of Enrollment Services, 704-272-5325

Moodle – Moodle is a course management system used for all SPCC curriculum online, blended, and web-enhanced courses. It stands for Modular Object – Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to http://online.spcc.edu

Usernames are assigned from the first letter of the students' first name, the first three letters of their last name and the last four digits of their student ID. This is the same naming convention as Gmail or Moodle. Students will be assigned a temporary password and will have to change their password after initial log-in and every 90 days thereafter.

If students have questions or need assistance with Moodle they should contact the IT Department at 704.272.5320 or support@spcc.edu.

New Student Orientation - An orientation, offered online, helps **new students** receive information on admissions, paying for tuition, libraries, academic counseling, advising and student government participation. New students must watch the 25-minute orientation presentation ***before registering.***

Non-Attendance (N/A) – Students who have not attended any class meeting by the census date will be considered "Never Attended" and removed from the course. Student will still be charged for the course. Students wishing to avoid this should drop classes prior to the start of the semester in accordance with the dates published on the website at www.spcc.edu

Phi Theta Kappa – (PTK) is the international honor society of the two-year college. The organization's purpose is to provide members with the opportunity to develop leadership skills through service, promote an intellectual climate through the exchange of ideas and ideals, for fellowship among scholars, and for the stimulation of interest in continuing academic excellence. Membership is by invitation only and is reserved for students of high academic standing based on overall GPA. For more information contact one of the club advisors:

Barbara Firestone	Grant LeFoe	Chris Brinkley
704-290-5255	704-290-5269	704-290-5882
bfirestone@spcc.edu	cglefoe@spcc.edu	cbrinkley@spcc.edu

Prerequisite Courses – Students must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met. A prerequisite course is one that must be taken before another course, is complete. An examples is completion of BIO 165 prior to enrollment in BIO 166.

Quality Enhancement Plan (QEP) – SPCC takes great pride in providing students educational opportunities for learning and meeting life-long goals. Our mission, "Learning, Student Success, and Workforce and Community Development," drives the College's commitment to focus on the needs of the students. The development and planning of the Quality Enhancement Plan (QEP)

has provided SPCC an opportunity to demonstrate its commitment to the learning process by enhancing the environment that supports student learning. Using broad-based involvement, institutional research, and best practices, SPCC has developed *TRAC: Teaching Responsibility, Readiness, and Resourcesfulness through Advising Connections.*

TRAC will help student learning by enhancing academic advising at SPCC.

Responsibility - Students will learn to fulfill their advising responsibilities, such as meeting with their advisor.

Readiness - Students will learn how to design an academic plan to achieve their educational goals.

Resourcefulness - Students will learn about campus resources that are pertinent to their academic success, such as financial aid, counseling, tutoring and library services.

For more information: http://www.spcc.edu/about-spcc/qep/

Registrar' s Office **-** Location: Garibaldi Building, L.L. Polk Campus
Office Hours: Monday - Thursday: 8 a.m. - 5 p.m., Friday: 8 a.m. - 3 p.m.

Mailing Address:
P.O. Box 126
Polkton, NC 28135

Phone: 704-993-2413
Fax: 704-272-5303

Satisfactory Academic Progress (SAP) - Financial Aid students must maintain a cumulative 2.0 GPA and 67% completion rate of their courses. All courses are included as attempted if the student entered them (NA's and drops are not included) regardless of the age of the classes, if Financial Aid was received at the time, or if the student has retaken the courses.

Students who withdraw, stop attending, or fail a course will receive a 0.0 Financial Aid GPA and completion of 0 credits for the course.

Example: Sally is taking four three-credit hour courses in the Fall. She makes an A, B, withdraws from one, and stops attending one. Sally's GPA is 1.75 and her completion rate is 50%. (4+3+0+0= 7; 7/4= 1.75) (2/4=.50 or 50%). Sally will be placed on Warning after the Fall semester.

Students who do not maintain a 2.0 GPA and 67% completion rate will first be placed on Warning as a chance to pull their grades up during the next semester that they attend. If they at the end of the Warning semester, do not have cumulative minimum of 2.0 GPA and 67% completion rate, they will not be able to receive financial aid again at SPCC. Students may appeal this decision if they have mitigating circumstances.

The Office of Financial Aid and Veterans Affairs strongly encourages students who are unsure of the program they wish to enter to speak with a career counselor on campus. Changing their

program multiple times or completing several courses and changing programs may cause students to lose their eligibility for financial aid. Students who cannot complete the program within 150% of the credit hours required for the program will lose their financial aid eligibility.

Example: Accounting has 68 credit hours. The max limit for Accounting is 102 hours (68 x 150%= 102). If a student in the Accounting program cannot complete the program before Attempting 102 credit hours, they will no longer be eligible for financial aid at SPCC.

Financial Aid can only pay for 30 developmental credit hours (0 level courses such as DRE 097, DRE 098, DMA 080). After a student attempts 30 developmental hours, the student will have to pay out of pocket for any remaining developmental hours required.

Students may owe funds back if they withdraw or stop attending all of their courses or will no longer be attending for the entire length of the semester for which they register. The withdrawal penalty end dates are available on the Financial Aid Calendar available on the website (http://www.spcc.edu/future-students/418-financial-aid-calendar.html)

Example: Joe registers for four three-credit hour courses that all start, January 9 and end on May 10. He withdraws from all courses on February 15. He will only earn a percentage depending on the number of days that he was in class. Any amount of charges on his account not covered by this earned amount will be the responsibility of the student.

Example: Beth is registered for two three-credit hour courses. Both courses start on August 15. One course ends on October 5, the other ends on December 10. Beth withdraws or stops attending the course that ends December 10 but stays in the course that ends October 5. A calculation must be completed to determine how much of the financial aid funds she will earn after withdrawing from the course.

Strategic Plan - As a learning college, South Piedmont Community College (SPCC) promotes and celebrates learning as the process that changes and improves lives. This applies to our students, employees, and the college itself. We are an organization in which people continually expand their ability to grow and learn.

The Strategic Plan highlights this focus on learning through our Vision (what we want to be), Mission (who we are), Values (what directs our decisions), and Strategic Directions (what actions we will take to fulfill the Vision and Mission).

Our Vision is:
To be the premier community college of choice, offering a full complement of general education, transfer pre-majors, career and technical education, and workforce and economic development programming to prepare students to be productive citizens in the global community.

Our Mission is:
Learning, student success, and workforce and community development

We Value a Personal and Institutional Commitment to:

- Affordable, quality access to excellent educational opportunities
- Academic achievement and student success
- Public and private partnerships
- Lifelong learning
- Data-driven decision making
- Respect for individuals
- Transparency through accurate and reliable communication
- Integrity, accountability, and ethical conduct
- Highest levels of financial stewardship
- Responsiveness, adaptability, and flexibility
- Innovation
- Continuous improvement
- Collaboration and teamwork
- Diversity and inclusiveness
- Sustainability
- Extraordinary customer service
- Community outreach

For more information: http://www.spcc.edu/about-spcc/170-strategic-plan.html
SPCC 2012 Environmental Scan

Student Activities – Student Activities is comprised of a wide variety of functions, from clubs and organizations to campus events to student government.

More Information: http://www.spcc.edu/future-students/319-student-life.html

Student Classification –

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

Student Course Load - Students must carry 12 semester hours to be considered a full-time student. Permission from the dean within the educational division must be obtained to schedule more than 20 credit hours in one semester.

It is up to the student to decide the best course load in fall or spring semesters or summer term; it depends on the amount of time available to complete their academic work in addition to other responsibilities. College coursework requires more of students than just the time to attend class. Students need to allow time for reading, studying, assignments, research, projects, etc. Students should plan to devote two or three hours outside of class for every hour that the course meets. For example, if the course is a three-credit hour our course (meets three hours per week), students should plan to devote six to nine hours outside the classroom.

Student Grievances -If you have students who need to register a complaint about a faculty or staff member, please share the following information with them:
(Taken from http://www.spcc.edu/uploads/Student%20Success/SPCC-Student-Handbook-2012-2013.pdf:

a. **Purpose:** The purpose of the student grievance procedure is to provide a system to resolve student complaints against faculty and staff concerning the following:

i. Alleged discrimination on the basis of age, sex, race, disability or other conditions, excluding sexual harassment complaints. Any student alleging discrimination on the basis of age, sex, race or disability may file a complaint with the Office for Civil Rights and is not required to follow the procedures set forth herein.

ii. Sexual harassment complaints should be directed to the Vice President of Student Success, unless the alleged harasser is the Vice President. In that case, the complaint shall be directed to the President of the college. A conference with the President of the college or his designee will replace the first step of the grievance procedure. The President of the college or his designee will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

iii. Academic matters, excluding individual grades except where illegal discrimination is alleged.

iv. Written student complaints.

b. **Procedures:** The student may elect to seek assistance from the Vice President of Student Success at the beginning or during any step in the grievance process. The Vice President serves as an impartial resource person to: (a) help provide advice and counsel on the proper procedures associated with filing and resolving grievances; (b) help individuals identify specific issues involved in grievance complaints; and (c) assist in developing approaches, including written grievances, for individuals to pursue their grievances within the spirit and intent of the Student Grievance Procedures.

i. You must contact the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The contact must be made within five (5) working days of the incident that generated the complaint.

ii. If the grievance is not resolved through the informal contact, you may file a written statement addressing the grievance. The Vice President will explain the grievance process to you. The written statement must be presented to the Vice President of Student Success within five (5) working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the grievance form from the department involved.

iii. If the written statement of the supervisor does not satisfy the grievance, a request to be heard by the Student Grievance Committee may be made. The student must submit a written request to the Vice President of Student Success within five (5) working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student. The Vice President of Student Success shall immediately notify the President who shall ensure that a grievance hearing committee is appointed. (The Student Grievance Hearing Committee shall be composed of two staff members, one student member and two faculty members. At least one staff member, one student member, and one faculty member must be present when action is taken.) The Vice President will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Alternative arrangements for hearings for distance learning students will be made by the Vice President. Proceedings shall be conducted within fifteen (15) working days following the date of the request. The chairperson upon written request of either party may grant a postponement if the reason stated justifies such action. The committee shall hold interviews with the grievant, the employee, the supervisor and witnesses, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote to break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the President of the college within two (2) working days.

iv. The committee's decision may be appealed by either party involved to the President of the college within ten (10) working days of the committee's decision.

c. The President of the college shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) working days of receipt of the appeal. The decision of the President shall be final.

d. Rights of Parties Involved in a Grievance: When a grievance committee meeting is scheduled, the parties involved are entitled to:

i. A written notice of the complaint.

ii. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting unless they waive this requirement.

iii. Review all available evidence, documents or exhibits that each party may present at the meeting.

iv. Appear in person or by phone and present information on his or her behalf.

v. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

At least one day in advance of the hearing, the parties involved must provide the chairman of the committee a list of all witnesses and their contact information (email, address, telephone number and mailing address).

Student IDs – SPCC curriculum students should obtain a College ID, free of charge, at the library on the L.L. Polk campus or the Old Charlotte Highway (Monroe) campus. Students must present an official registration form prior to receiving the ID. Their SPCC College ID will also serve as their library card.

Test Out – Students may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor. Students should:

- Register and pay for the course as listed in the class schedule
- Financial aid does not pay for credit by examination
- Veteran's benefits do not pay for credit by examination
- Students must speak with the instructor for the course concerning their desire to test out
- The credit by examination must occur before the 10% point or census date for the course
- Students must score at a "B" grade level or higher on the test out
- Students will be assigned a grade of "CE" on their transcript. This grade is not utilized in computing GPA.

The test out may be attempted only once for each course. If a grade of "D", "F", or "I" has been received previously for the course, the student is not eligible to take a test out for that course. If a student drops or withdraws from a course, they are not eligble to take a test out for that course during that semester.

SPCC does not accept for transfer credit any course taken as a test out at another institution.

Transcript Request **-** Transcript requests must be submitted in writing to Student Records. In order to consider a request, the following information must be included:

1. The students' name and any previous names while enrolled at SPCC
2. Social Security number / Student ID
3. Approximate dates of attendance
4. Address and phone number
5. To whom and where the student would like the transcript sent

Requests may also be submitted via the printable Transcript Request form and mailed or faxed to Student Records.

Transcripts will cost $2 each and will be mailed within 48 business hours of the request and payment as long as all obligations to the college have been satisfied.

Transcripts may also be given out on demand or faxed for a $5 fee.
Fees should be paid by check or money order. Do not send cash with your request.

Payment can be made by calling the business office at 704-272-5358, 704-290-5849 or 704-272-5355

Questions? Call Student Records at 704-993-2413.

Please note: Adult High School transcripts are not available through Student Records and must be obtained from the Adult Basic Skills Department at SPCC. For Union County Adult High School transcripts, please call Gina Nordyke in Monroe at 704-290-5243. For Anson County Adult High School transcripts, call Laura Ratliff in Polkton at 704-272-5462.

GED transcripts must be ordered from our state office in Raleigh, using the North Carolina Community College System GED Transcript Request Form. (Click here for this form.) All GED transcript request forms must be faxed or mailed to the NC Community College System in Raleigh.

Ordering Transcripts Online
South Piedmont has authorized the National Student Clearinghouse to provide transcript ordering via the Web. The student can order transcripts using any major credit card. Their card will only be charged after their order has been completed.

- To order an official transcript(s), login to the Clearinghouse secure site.
- The site will walk the student through placing their order, including delivery options and fees. The student can order as many transcripts as you like in a single session. A processing fee will be charged per recipient.
- Order updates will be emailed to the student. They can also track their order online.

Transfer Credit – 7.24 Acceptance of Credit Policy
All requests for transfer credit should be made before enrolling at South Piedmont Community College. In order to obtain transfer credit evaluations, a student must complete a Request for Transcript Evaluation form and supply the College with appropriate transcripts as well as course descriptions or catalogs if the College requests them.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Proficiency credits from other institutions will not be accepted. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. If a student submits transcripts from foreign universities, it is his or her responsibility to provide accurate translations from an approved translation agency (e.g. WES) of the (a) transcript, (b) course descriptions, and (c) grading system. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

1. Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
2. Coursework must have been completed with a "C" or better.
3. The time frame for accepting transfer credit is ten (10) years for general education courses, five (5) years for vocational and technical courses, and three (3) years for developmental and computer courses.
4. Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College. The College reserves the right to disallow credit from another institution if the course is deemed to be obsolete or outdated.
A student may petition the Registrar to have related coursework outside the above time frame evaluated. Detailed course descriptions must be provided by the student. The College Placement Test may be used to determine a student's ability to complete required coursework. Students who place out of developmental courses may have coursework outside the above time frame evaluated for consideration of transfer credit.

Pertaining to credit for Tech Prep, South Piedmont Community College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the Department of Public Instruction.
Pertaining to credit for Advanced Placement (AP), South Piedmont Community College adheres to the Developing A Local Articulation Agreement as set forth by the North Carolina Community College System and the Department of Public Instruction.
Pertaining to credit for College Level Examination Program (CLEP), Educational Experiences in the Armed Services, and International Transcript, South Piedmont Community College awards credit as defined in the current college catalog.

7.25 Noncredit to Credit Policy

Students interested in receiving curriculum credits for non-credit work (continuing education courses, state or national licenses, or life experiences) may do so through credit by examination. or through provisions set forth through numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Withdraw **-** Students who wish to withdraw from a course must submit a Withdrawal form to the Records office during the specified times listed in the Class Schedule and SPCC Catalog. A grade of "W" will be assigned. Students who quit attending class without submission of an official Withdrawal form will receive a grade of "F." There is no refund for students who withdraw from class. Students who wish to withdraw after the official withdrawal deadline must fill out an Administrative Withdrawal Request form and submit it to the Vice President of Student Services for consideration.

Students who receive financial aid are advised to contact the Financial Aid department before withdrawing from multiple classes because of satisfactory academic progress requirements.

APPENDICES

South Piedmont COMMUNITY COLLEGE

Request for Change / Addition of Program

Student Name _____ **SPCC ID#** _____ **Phone #** _____

Address _____ **City/St/Zip** _____ **Email** _____

Student Signature: _____ **Date:** _____

Complete the form below if you wish to change your program of study. ***You may change your program only once per semester.*** ***If you submit an incomplete form and/or multiple requests during one semester, the Admissions department will return the form to you without processing.*** *If the Career Counseling box is checked below, you must make an appointment with a SPCC counselor to discuss this change. Your admissions file must be complete before this program change request will be processed.*

Requested Change Effective For: _____ *Semester* _____ *Year*

☐ Change my program from _____ *Program* / _____ *Code* to _____ *Program* / _____ *Code*

☐ Add the following to my current program: _____ *Program* / _____ *Code*

☐ End the following program: _____ *Program* / _____ *Code*

1. Meet with SPCC counselor for appropriate career counseling, as determined by Admissions.

☐ Require Career Counseling for program change

The student has discussed his/her desired program change with me. I have informed him/her of any additional admission requirements, remaining coursework required, and overall expectations of the proposed program. I have administered appropriate career assessments (if needed) to assist the student with his/her future goals.

Counselor Signature: _____ Date: _____

2. Meet with Financial Aid Officer on your campus to discuss potential effects on your financial aid status.

☐ I have not applied for/am not receiving financial aid at this time. _____

Student Signature *(See Step #3 for completion)*

I have reviewed this student's financial aid status and determined the following:

☐ No significant impact on status will occur with this change.

☐ The student has been counseled on the following potential outcome(s) due to this change and expressed understanding of the change: ☐ Potential loss of financial aid **OR** ☐ Other: _____

Credit Hours Attempted: _____ Credit Hours Completed: _____ Current GPA: _____

Financial Aid Officer Signature: _____ Date: _____

3. Return completed form to SPCC Admissions Department.

☐ Approved ☐ Denied Reason : _____

Admissions Representative Signature: _____ Date Processed: _____

4/2011

Registration, Add, Drop & Withdrawal Form

Student ID _____ ☐ Fall 20 ____ ☐ Spring 20 ____ ☐ Summer 20 ____ ☐ Check if Graduating

Student Last Name _____ First Name _____ MI _____

Mailing Address _____ City, St, Zip _____

Phone Number(s) Home _____ Work _____ Cell _____

Program _____ College Email _____ @students.spcc.edu

Circle the code that corresponds to your enrollment request in the first column below.

R = Register / A = Add / D = Drop W = Withdrawal (check reason below)				Subject Prefix	Course #	Section #	Credit Hours	Audit - No Credit	M	T	W	TH	F	S	INTERNET
R	A	D	W					Y / N							
R	A	D	W					Y / N							
R	A	D	W					Y / N							
R	A	D	W					Y / N							
R	A	D	W					Y / N							
R	A	D	W					Y / N							
R	A	D	W					Y / N							

I understand and agree to the following:

- **I am responsible for following the academic policies, including meeting all prerequisites of this institution and meeting all graduation requirements.**
- **I am responsible for reading and understanding the deadlines for refunds and for dropping classes according to the academic calendar.**
- **I am responsible for withdrawing from courses for which I am registered and do not attend/do not plan to attend by submitting the appropriate forms to the Registrar's / Student Records Office.**
- **I am responsible for payment of tuition and fees which is due by the published date in the schedule to avoid cancellation of my classes.**
- **If it becomes necessary for South Piedmont Community College to refer unpaid balances to a collection agency, the student will be expected to pay all fees associated with the collection in addition to the unpaid balance.**
- **I am aware that any refund will be based on the refund policy as outlined in the college catalog.**

As a financial aid recipient:

- **I am aware that Financial Aid will not pay for courses taken outside of my program or for more than 30 hours of developmental coursework.**
- **I am aware that withdrawals count toward attempted credit hours and will have an adverse effect on my Satisfactory Academic Progress (SAP) status.**
- **I am aware I must meet with a financial aid representative before withdrawing.**

Reason for Withdrawal: __Changed mind __Changed Program __Child care __Computer problems at home __Course load too heavy __Course not what expected __Course too difficult __Death in family __Dissatisfied w/instruction __Employment __Excessive absences __Financial __Illness __Military __Misadvised __Personal __Prefer in-class __Relocation __Transfer to another school __Transportation __Other_____

Student _____ Date _____ Advisor _____ Date _____

Datatel/Colleague Entry _____ Date _____ RGST - Official Schedule Printed ☐ Yes ☐ No

SPCC • South Piedmont Community College 08/11/11

Must be Completed On Official Form

South Piedmont Community College

PO Box 126, Polkton, NC 28135
704-272-5300 or 704-290-5100 – Fax 704-272-5303

Transcript Request Form

Transcripts are only sent upon the written request of the student. No transcript will be furnished for a student whose financial obligation to the college has not been satisfied. Transcripts cost $2 each and will be mailed within 48 business hours of the request. Transcripts on demand or faxed transcripts can be obtained for a $5 fee. If paying by check, the check must include a driver's license number and phone number.

SSN/ID _____ Daytime Phone ( ) _____

Name (Print) _____

Current Address _____ City, State, Zip _____

Email Address _____

I give the college permission to secure my grades from the institution to which I am transferring for research purposes. Yes ❑ No ❑

Student Signature _____ Date _____

Name under which you attended if different (Print) _____

Approximate Dates of Attendance _____

Specify: _____ Curriculum (Credit Courses) _____ Continuing Education (Non-Credit)
_____ Other _____

GED transcripts must be obtained from the NC State GED Office at 919-807-7138.

Send _____ copy (ies) of my transcript now ❑ at the end of term ❑

Send Transcript(s) to: ** Official transcripts will be mailed directly to the school **

_____	_____
Attention	Attention
_____	_____
School / Work Name	School / Work Name
_____	_____
Address	Address
_____	_____
City State Zip	City State Zip

– – – – – – – – – – – – – RECORDS OFFICE USE ONLY – – – – – – – – – – – – –

Issued to student in sealed envelope ❑ Date Sent _____ By _____

South Piedmont Community College

PO Box 126, Polkton, NC 28135
704-272-5300 or 704-290-5100 – Fax 704-272-5303

Change of Name / Address / Email

SSN/ID_____ Date: _____

Name records are currently under:

_____
Last First Middle Maiden

Please make the following changes to my permanent record:

NAME CHANGE (Official document such as social security card required):

NEW: _____
Last First Middle Maiden

ADDRESS CHANGE:

OLD: _____
(Street, PO Box #)

_____
City State Zip

_____
Phone Number (Area Code and Number)

_____
Email address

NEW: _____
(Street, PO Box #)

_____
City State Zip

_____
Phone Number (Area Code and Number)

_____
Email address

OFFICE USE ONLY: (Initial and Date)

_____ File Folder _____ Datatel DATE: _____

Must be Completed Online

South Piedmont Community College

PO Box 126, Polkton, NC 28135
704-272-5300 or 704-290-5100 – Fax 704-272-5303

Graduation Application

Office Use Only:
☐ Pre-Check
☐ Access

PRINT Your Legal Name As It Should Appear On Your Diploma:

(Preferred) (First) (Middle or Maiden) (Last)

SSN/ID: Date of Birth: Email Address:

Mailing Address: PO Box/Cir/Dr/Ln/Rd/St City State Zip

Home Phone: Other Phone:

Do you plan to participate in the graduation commencement?	☐ Yes	☐ No
Location to pick up your cap/gown if participating in graduation commencement.	☐ LLP	☐ OCH
Location to pick up your diploma (4-6 weeks after completion & payment).	☐ LLP	☐ OCH
I require special disabled accommodations and/or seating during the commencement.	☐ Yes	☐ No

***Graduation Applications must be submitted to the Registrar's Office by March 28 to participate.**
***Diploma/Degree cover must be purchased at the business office by March 28 to participate.**
***All cap/gown orders must be submitted online by March 30 to participate in the May commencement.**

Primary Major: ☐ Associate ☐ Diploma ☐ Certificate

Expected completion term for this major (check one) ☐ Fall ☐ Spring ☐ Summer

Major: ☐ Associate ☐ Diploma ☐ Certificate

Expected completion term for this major (check one) ☐ Fall ☐ Spring ☐ Summer

Major: ☐ Associate ☐ Diploma ☐ Certificate

Expected completion term for this major (check one) ☐ Fall ☐ Spring ☐ Summer

Advisor/Student Signatures

Advisor: I have verified that the above named student is in major code _____ *(as verified in EVAL with copy attached and all necessary substitutions submitted)* and should be considered a candidate for graduation. *(If the major is incorrect, hold the graduation application and send the student to Admissions to change major.)*

Advisor Signature: Date:

Student: I certify that my official high school, GED or Adult High School Diploma AND all previously attended college transcripts are on file. I understand that an updated graduation application must be submitted if I do not complete all requirements by the term indicated.

Student Signature: Date:

For Office Use Only: Spring / Summer / Fall		*Registrar's Notes:*
Overall GPA	Confirmation of degree:	
Program GPA:	Degree Entered Date:	
Honors:	Degree Printed Date:	

Advising Syllabus

SOUTH PIEDMONT COMMUNITY COLLEGE

Advising Information

Advising Center L.L.P. Campus Room 264, Phone #
Advising Center OCH Campus Room ?, Phone #
Email: advising@spcc.edu
Your Advisor's Name: _____

Your Advisor's Email: _____

Your Advisor's Phone: _____

Your Advisor's Office:_____

Your Major: _____

Your Catalog Year: _____

Student Learning Objectives

Responsibility	Readiness	Resourcefulness
Students will fulfill their responsibilities throughout the advising process.	Students will design an academic plan to achieve their educational goals.	Students will determine the most appropriate resources that are pertinent for their academic success.

About Academic Advising at SPCC

Values - Academic advising at SPCC values and supports student development, goal setting and advising relationships.

Mission Statement – Academic Advising at SPCC educates and empowers students to achieve academic and career success through intentional advising partnerships, meaningful learning opportunities and a purposeful self-discover.

Expectations for Students	Expectations for Advisors
Know your academic advisor	Be knowledgeable about programs, graduation requirements, and policies and procedures
Contact your advisor when needed	Refer students to appropriate campus resources
Actively participate in the academic advising process	Guide students in the development of an academic plan
Become knowledgeable of college policies, procedures, and resources	Be accessible to students by phone, email, and appointment
Make progress toward program completion	Assess and document students' academic progress
Access resources necessary for academic success	Be respectful of student diversity
Accept responsibility for your decisions and actions	Maintain confidentiality

Get on TRAC

☑ Semester Checklist ☑

Prior to 1st Semester ❒ Complete Online Orientation ❒ Complete Pre-Advising in the Advising Center ❒ Register for 1st Semester Classes	Ongoing ❒ Utilize Go! to schedule classes, track academic progress, and check financial aid status ❒ Connect with campus resources for support as needed
1st Semester ❒ Attend a Mandatory Program Workshop ❒ Attend a Student Development Workshop ❒ Familiarize yourself with Go! (Student Campus Portal) ❒ Develop academic plan using course planning worksheet	2nd Semester ❒ Schedule and attend mandatory advising appointment with faculty advisor ❒ Prepare questions for meeting with advisor ❒ Discuss academic plan and review course planning worksheet and degree audit
4th Semester ❒ Schedule and attend mandatory advising appointment with faculty advisor ❒Discuss progress toward program completion ❒ Review and revise academic plan to align with educational goals	Prior to Final Semester ❒ Schedule and attend an appointment with faculty advisor ❒ Complete graduation requirements with Registrar's Office

Campus Resources

Service	Email	Phone LLP (704)	Phone OCH (704)
Admissions	admissions@spcc.edu	272.5391	272-5391
Academic Support Center	askasc@spcc.edu	272.5400	290.5239
Bookstore	bookstore@spcc.edu	272.5376	290.5848
Business Office	businessoff@spcc.edu	272.5358	290.5849
Counseling	counselors@spcc.edu	272.5345	272.5324
Disability Services	counselors@spcc.edu	272.5345	290.5844
Financial Aid	finaid@spcc.edu	272.5391	272.5391
IT	support@spcc.edu	272.5320	272.5320
Library Services	library@spcc.edu	272.5389	290.5851
Student Activities	mmaffucci@spcc.edu	290.5864	290.5864
Registrar	registrar@spcc.edu	993.2431	993.2431
Testing Center	testing@spcc.edu	272.5338	290.5841

For more information visit the Academic Advising page at www.spcc.edu

SOUTH PIEDMONT COMMUNITY COLLEGE

ACCUPLACER Score Report/ Academic Assessment

Name:_____ SPCC ID:_____ Test Date:_____

ACCUPLACER Scores

Reading Comprehension (RC):_____ Arithmetic:_____ Algebra:_____

Sentence Skills (SS): _____

Combined RC and SS: _____

Computer Skills: _____

Combined RC and SS Score	**Take**
40-71	TABE Test
72-91	DRE 096
92-128	DRE 097
129-145	DRE 098
146-165	DRE 099 and ENG 111
166+	ENG 111

DMA Placement Rules (Math)	**Take**
Arithmetic	
20-39	TABE Test
40-54	DMA 010, 020, 030
55+	See Algebra placement
Algebra	
20-54	DMA 040, 050
55-74	DMA 060, 070, 080
75+	No DMA required

Advisors: be mindful of specific degree, diploma, and certificate requirements. Students may only need through DMA 040.

Computer Skill Placement: Remediation is recommended for any score below 80, but not required before registering for CIS 110.

NC DAP Score Report/ Academic Assessment

Name:_____ SPCC ID:_____ Test Date:_____

ACCUPLACER Scores

Reading Comprehension (RC):_____ DMA 010:_____ DMA 040:_____

Sentence Skills (SS): _____ DMA 020:_____ DMA 050:_____

Combined RC and SS: _____ DMA 030:_____ DMA 060:_____

Computer Skills: _____

Combined RC and SS Score	Take
40-71	TABE Test
72-91	DRE 096
92-128	DRE 097
129-145	DRE 098
146-165	DRE 099 **and** ENG 111
166+	ENG 111

DMA Placement Rules (Math)

- Score of 1-6 on a DMA means you take that module. Scores of 7 or above on a DMA places you out of that DMA module.
- Score of 4 on DMA 010 and a score of 7-12 on any other DMA section means you take DMA 010 and any other needed module.
- Score of below 7 on a DMA 010 and score of 1-6 on all other DMA sections will require you to take the TABE

Computer Skill Placement: Remediation is recommended for any score below 80, but not required before registering for CIS 110.